

APPENDIX 'A'  
APPLICATIONS AND PERMITS  
FOR  
DEVELOPMENT APPROVAL

<b><u>TYPE OF APPLICATION OR PERMIT</u></b>	<b><u>PAGE</u></b>
APPLICATION FOR ZONING MAP AMENDMENT	36
APPLICATION FOR ORDINANCE TEXT AMENDMENT	39
APPLICATION FOR DESIGNATION AS 'PD', PLANNED DEVELOPMENT	42
APPLICATION FOR FINAL DEVELOPMENT PLAN	45
APPLICATION FOR SPECIAL EXCEPTION	46
SPECIAL EXCEPTION PERMIT	49
APPLICATION FOR CONDITIONAL USE	51
CONDITIONAL USE PERMIT	53
APPLICATION FOR VARIANCE	55
VARIANCE PERMIT	58
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS-DPC	60
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS-STAFF	63
APPLICATION FOR UNREASONABLE HARDSHIP EXEMPTION-DPC	66
APPLICATION FOR APPEAL OF ADMINISTRATOR'S DECISION-DPC	70
APPLICATION FOR SITE PLAN PERMIT	72
APPLICATION FOR PERMANENT SIGN PERMIT	73
APPLICATION FOR TEMPORARY SIGN PERMIT	74
APPLICATION FOR TEMPORARY USE	75
APPLICATION FOR CERTIFICATE OF COMPLIANCE	78
CERTIFICATE OF COMPLIANCE	80
APPLICATION FOR LAND DEVELOPMENT PERMIT	81
APPLICATION FOR GRADING PERMIT	83
APPLICATION FOR STREET NAME CHANGE	84
APPLICATION FOR CERTIFICATE OF CONFORMITY	86

CERTIFICATE OF CONFORMITY	87
TEMPORARY CERTIFICATE OF CONFORMITY	88
APPLICATION FOR APPEAL OF ADMINISTRATIVE DECISION-BZA	89
APPLICATION FOR APPEAL OF ADMINISTRATIVE DECISION-PC	91
APPLICATION FOR ACCESSORY USE	93
APPLICATION FOR WAIVER OF TIME LIMIT FOR DISAPPROVED APPLICATION	99
PETITION FOR ANNEXATION	102

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions



**APPLICATION FOR ZONING MAP AMENDMENT  
CITY OF GREENVILLE, SOUTH CAROLINA**

**APPLICANT/OWNER INFORMATION**

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: _____	DEED BOOK/PAGE _____
TAX PARCEL #: _____	ACREAGE _____

**REQUEST**

CURRENT DESIGNATION: _____	PROPOSED DESIGNATION: _____
----------------------------	-----------------------------

**INSTRUCTIONS**

1. IF THE APPLICATION INCLUDES MORE THAN ONE (1) PARCEL AND MORE THAN ONE (1) OWNER, THE APPLICANT MUST PROVIDE THE APPROPRIATE DEED BOOK/PAGE REFERENCES, TAX PARCEL NUMBERS, AND OWNER SIGNATURES AS AN ATTACHMENT.
2. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.
3. THE APPLICANT/OWNER MUST RESPOND TO THE "STANDARDS" QUESTIONS ON PAGE 2 OF THIS APPLICATION (YOU MUST ANSWER "WHY" YOU BELIEVE THE APPLICATION MEETS THE TESTS FOR GRANTING A MAP AMENDMENT). SEE ALSO [SECTION 19-2.3.2, AMENDMENTS TO TEXT AND ZONING DISTRICT MAP](#), FOR ADDITIONAL INFORMATION. YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.

4. IF YOU ARE SUBMITTING AN APPLICATION TO AMEND THE ZONING DISTRICT DESIGNATION FOR A PORTION OF A PROPERTY OTHERWISE DESCRIBED BY DEED, YOU MUST ATTACH A SURVEY OF THE PARCEL REFLECTING THE REQUESTED ZONING DISTRICT DESIGNATION(S) BY COURSES AND DISTANCES.

5. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$550.00

6. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO PLACING THE APPLICATION ON THE PLANNING COMMISSION AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

7. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_

**APPLICANT RESPONSE TO**  
**[SECTION 19-2.3.2\(E\)\(2\), AMENDMENTS TO ZONING DISTRICT MAP](#)**

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED ZONING DESIGNATION IS CONSISTENT WITH THE COMPREHENSIVE PLAN.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. DESCRIBE THE CONDITIONS THAT HAVE CHANGED FROM CONDITIONS PREVAILING AT THE TIME THAT THE ORIGINAL DESIGNATION WAS ADOPTED.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT ADDRESSES A DEMONSTRATED COMMUNITY NEED.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT IS COMPATIBLE WITH EXISTING AND PROPOSED USES SURROUNDING THE SUBJECT LAND AND IS THE APPROPRIATE ZONING DISTRICT FOR THE LAND.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT PROMOTES A LOGICAL AND ORDERLY DEVELOPMENT PATTERN.

---

---

---

6. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT WILL NOT RESULT IN UNDESIRABLE STRIP OR RIBBON COMMERCIAL DEVELOPMENT.

---

---

---

7. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT WILL NOT RESULT IN THE CREATION OF AN INAPPROPRIATELY-ISOLATED ZONING DISTRICT UNRELATED TO ADJACENT AND SURROUNDING ZONING DISTRICTS.

---

---

---

8. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT WILL NOT RESULT IN SIGNIFICANT ADVERSE IMPACTS ON THE PROPERTY VALUES OF SURROUNDING LANDS.

---

---

---

9. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT WILL NOT RESULT IN DETRIMENTAL IMPACTS ON THE NATURAL ENVIRONMENT AND ITS ECOLOGY, INCLUDING BUT NOT LIMITED TO: WATER; AIR; NOISE; STORMWATER MANAGEMENT; WILDLIFE; VEGETATION; AND, WETLANDS.

---

---

---

10. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT WILL RESULT IN DEVELOPMENT THAT IS ADEQUATELY SERVED BY PUBLIC FACILITIES AND SERVICES (ROADS, POTABLE WATER, SEWERAGE, SCHOOLS, PARKS, POLICE, FIRE, AND EMERGENCY FACILITIES).

---

---

---

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**APPLICATION FOR ORDINANCE TEXT AMENDMENT  
CITY OF GREENVILLE, SOUTH CAROLINA**

**APPLICANT INFORMATION**

NAME _____	FAX _____
ADDRESS _____	EMAIL _____
_____	SIGNED _____
PHONE _____	DATE _____

**REQUEST**

PERTINENT CODE SECTION(S) \_\_\_\_\_

NARRATIVE DESCRIPTION/PROPOSED REVISION(S):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS**

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.
2. THE APPLICANT MUST RESPOND TO THE "STANDARDS" QUESTIONS ON PAGE 2 OF THIS APPLICATION (YOU MUST ANSWER "WHY" YOU BELIEVE THE APPLICATION MEETS THE TESTS FOR GRANTING A TEXT AMENDMENT). SEE ALSO [SECTION 19-2.3.2, AMENDMENTS TO TEXT AND ZONING DISTRICT MAP](#), FOR ADDITIONAL INFORMATION. YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.
3. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$ 100.00.
4. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO PLACING THE APPLICATION ON THE PLANNING COMMISSION AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

**APPLICANT RESPONSE TO SECTION 19-2.3.2(E)(1), AMENDMENTS TO TEXT**  
**(YOU MAY ATTACH A SEPARATE SHEET)**

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT IS CONSISTENT WITH THE COMPREHENSIVE PLAN.

---

---

---

2. DESCRIBE THE WAYS IN WHICH THE PROPOSAL IS CONSISTENT WITH THE PROVISIONS OF THE ORDINANCE AND RELATED CITY REGULATIONS.

---

---

---

3. DESCRIBE THE CONDITIONS THAT HAVE CHANGED FROM THE CONDITIONS PREVAILING AT THE TIME THAT THE ORIGINAL TEXT WAS ADOPTED.

---

---

---

4. DESCRIBE THE WAYS IN WHICH THE PROPOSAL ADDRESSES A DEMONSTRATED COMMUNITY NEED.

---

---

---

5. DESCRIBE THE WAYS IN WHICH THE PROPOSAL IS CONSISTENT WITH THE PURPOSE AND INTENT OF THE ZONING DISTRICTS IN THE ORDINANCE, WILL PROMOTE COMPATIBILITY AMONG USES, AND WILL PROMOTE EFFICIENT AND RESPONSIBLE DEVELOPMENT WITHIN THE CITY.

---

---

---

6. DESCRIBE THE WAYS IN WHICH THE PROPOSAL PROMOTES A LOGICAL AND ORDERLY DEVELOPMENT PATTERN.

---

---

---

7. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT WILL RESULT IN BENEFICIAL IMPACTS ON THE NATURAL ENVIRONMENT AND ITS ECOLOGY, INCLUDING BUT NOT LIMITED TO: WATER; AIR; NOISE; STORMWATER MANAGEMENT; WILDLIFE; VEGETATION; AND, WETLANDS.

---

---

---

8. DESCRIBE THE WAYS IN WHICH THE PROPOSED AMENDMENT WILL RESULT IN DEVELOPMENT THAT IS ADEQUATELY SERVED BY PUBLIC FACILITIES AND SERVICES (ROADS, POTABLE WATER, SEWERAGE, SCHOOLS, PARKS, POLICE, FIRE, AND EMERGENCY FACILITIES).

---

---

---



Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**APPLICATION FOR DESIGNATION AS A "PD" PLANNED DEVELOPMENT  
CITY OF GREENVILLE, SOUTH CAROLINA**

**APPLICANT/OWNER INFORMATION**

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

DEED BOOK/PAGE \_\_\_\_\_ TAX PARCEL #: \_\_\_\_\_

CURRENT ZONING DESIGNATION \_\_\_\_\_ ACREAGE \_\_\_\_\_

**SUPPORTING INFORMATION**

- 1. USES AND USE SPECIFIC STANDARDS** – THE APPLICANT MUST ENUMERATE ALL PROPOSED USES ON THE PD PLAN; ALL USES ARE SUBJECT TO [SECTION 19-4.3, USE-SPECIFIC STANDARDS.](#)
- 2. MINIMUM DIMENSIONAL REQUIREMENTS** – THE APPLICANT MUST SPECIFY APPLICABLE LOT AREA, LOT WIDTH, SETBACK, LOT COVERAGE, MAXIMUM HEIGHT, AND OTHER RELEVANT DIMENSIONAL CRITERIA UNIQUE TO THE PD; ALL USES ARE OTHERWISE SUBJECT TO [SECTION 19-5, DIMENSIONAL STANDARDS AND MEASUREMENTS.](#)
- 3. OFF-STREET PARKING** – THE APPLICANT MUST PROVIDE A COMPREHENSIVE PARKING AND LOADING PLAN; ALL USES ARE OTHERWISE SUBJECT TO [SECTION 19-6.1, OFF-STREET PARKING AND LOADING.](#)

4. **LANDSCAPING, BUFFERING, AND SCREENING** – THE APPLICANT MUST PROVIDE A COMPREHENSIVE LANDSCAPING PLAN; IN LIEU THEREOF, THE REQUIREMENTS OF [SECTION 19-6.2, LANDSCAPING, BUFFERING, AND SCREENING](#), SHALL APPLY.

5. **SIGNS** – THE APPLICANT MUST PROVIDE A COMPREHENSIVE SIGN PLAN; IN LIEU THEREOF, THE REQUIREMENTS OF [SECTION 19-6.6, SIGNS](#), SHALL APPLY.

**INSTRUCTIONS**

1. IF THE APPLICATION INCLUDES MORE THAN ONE (1) PARCEL AND MORE THAN ONE (1) OWNER, THE APPLICANT MUST PROVIDE THE APPROPRIATE DEED BOOK/PAGE REFERENCES, TAX PARCEL NUMBERS, AND OWNER SIGNATURES AS AN ATTACHMENT.
2. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.
3. THE APPLICANT/OWNER MUST RESPOND TO THE “STANDARDS” QUESTIONS ON PAGE 2 OF THIS APPLICATION (YOU MUST ANSWER “WHY” YOU BELIEVE THE APPLICATION MEETS THE TESTS FOR GRANTING A ‘PD’ DESIGNATION). SEE **ALSO** [SECTION 19-2.3.3, PLANNED DEVELOPMENT DISTRICT](#), AND [SECTION 19-3.2\(N\), DISTRICT DESCRIPTIONS – PD: PLANNED DEVELOPMENT DISTRICT](#), FOR ADDITIONAL INFORMATION. YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.
4. IF YOU ARE SUBMITTING AN APPLICATION TO DESIGNATE A PORTION OF A PROPERTY AS ‘PD’ OTHERWISE DESCRIBED BY DEED, YOU MUST ATTACH A SURVEY OF THE PARCEL REFLECTING THE REQUESTED DESIGNATION(S) BY COURSES AND DISTANCES.
5. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$700.00.
6. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR “SUFFICIENCY” PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO PLACING THE APPLICATION ON THE PLANNING COMMISSION AGENDA. IF THE APPLICATION IS DETERMINED TO BE “INSUFFICIENT”, THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.
7. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_ SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_

**APPLICANT RESPONSE TO**  
**SECTION 19-3.2.2(N)(4) GENERAL DEVELOPMENT PARAMETERS**

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED PLANNED DEVELOPMENT PROVIDES A MIX OF USES.

---

---

---

---

---

---

2. DESCRIBE THE WAYS IN WHICH THE PROPOSED PLANNED DEVELOPMENT UTILIZES CLUSTER OR TRADITIONAL NEIGHBORHOOD DEVELOPMENT PRINCIPLES TO THE GREATEST EXTENT POSSIBLE THAT IS INTERRELATED AND LINKED BY PEDESTRIAN WAYS, BIKE WAYS, AND TRANSPORTATION SYSTEMS.

---

---

---

---

---

3. DESCRIBE THE WAYS IN WHICH THE PROPOSED PLANNED DEVELOPMENT RESULTS IN LAND USE PATTERNS THAT PROMOTE AND EXPAND OPPORTUNITIES FOR PUBLIC TRANSPORTATION AND AN EFFICIENT AND COMPACT NETWORK OF STREETS, ETC.

---

---

---

---

---

4. DESCRIBE THE WAYS IN WHICH THE PROPOSED PLANNED DEVELOPMENT WILL BE COMPATIBLE WITH THE CHARACTER OF SURROUNDING LAND USES AND MAINTAIN AND ENHANCE THE VALUE OF SURROUNDING PROPERTIES.

---

---

---

---

---



Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____

**APPLICATION FOR APPROVAL OF  
FINAL DEVELOPMENT PLAN  
CITY OF GREENVILLE, SOUTH CAROLINA  
APPLICANT/OWNER INFORMATION**

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

PD NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ PD ORDINANCE # \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ DEED BOOK/PAGE \_\_\_\_\_

**INSTRUCTIONS**

1. THE APPLICATION AND FEE, MADE PAYABLE TO THE CITY OF GREENVILLE, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE DURING NORMAL BUSINESS HOURS.
2. PLAN FORMAT AND CONTENT REQUIREMENTS ARE REFLECTED IN **APPENDIX 'C'** OF THIS MANUAL. **PLEASE VERIFY THAT ALL REQUIRED INFORMATION IS REFLECTED ON THE PLAN.**
3. YOU MUST ATTACH THE REQUIRED APPLICATION FEE:
 

\$200.00 (INITIAL APPROVAL)
\$100.00 (MODIFICATION)
4. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO ROUTING THE PLAN FOR REVIEW. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.
5. IF THE PLAN IS DETERMINED TO BE INCONSISTENT WITH THE PRELIMINARY APPROVAL GRANTED BY THE PLANNING COMMISSION (I.E., NOT A "MINOR DEVIATION" AS DEFINED AT [SECTION 19-2.3.3\(D\)\(7\), MINOR DEVIATIONS](#)), THE ADMINISTRATOR SHALL DEFER ACTION PENDING THE APPLICANT SUBMITTING AN APPLICATION TO THE COMMISSION TO CONSIDER A REVISED PRELIMINARY PLAN PURSUANT TO [SECTION 19-2.2, COMMON PROCEDURES](#).

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**APPLICATION FOR SPECIAL EXCEPTION  
CITY OF GREENVILLE, SOUTH CAROLINA**

**APPLICANT/OWNER INFORMATION**

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

DEED BOOK/PAGE \_\_\_\_\_ RECORDED DATE \_\_\_\_\_

TAX PARCEL # \_\_\_\_\_

ZONING DESIGNATION: \_\_\_\_\_ ACREAGE \_\_\_\_\_

**REQUEST**

CODE SECTION AUTHORIZING SPECIAL EXCEPTION: \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS**

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.
  
2. THE APPLICANT/OWNER MUST RESPOND TO THE "STANDARDS" QUESTIONS ON PAGE 2 OF THIS APPLICATION (YOU MUST ANSWER "WHY" YOU BELIEVE THE APPLICATION MEETS THE TESTS FOR THE GRANTING OF A SPECIAL EXCEPTION). SEE [ALSO SECTION 19-2.3.5, SPECIAL EXCEPTION PERMIT, FOR](#) ADDITIONAL INFORMATION. YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.
  
3. YOU MUST ATTACH A SCALED DRAWING OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE FOLLOWING: (a) PROPERTY LINES, EXISTING BUILDINGS, AND OTHER RELEVANT SITE IMPROVEMENTS; (b) THE NATURE (AND DIMENSIONS) OF THE PROPOSED DEVELOPMENT (ACTIVITY); (c) EXISTING BUILDINGS AND OTHER RELEVANT SITE IMPROVEMENTS ON ADJACENT PROPERTIES; AND, (d) TOPOGRAPHIC, NATURAL FEATURES, ETC. RELEVANT TO THE REQUESTED SPECIAL EXCEPTION.
  
4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$250.00
  
5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO PLACING THE APPLICATION ON THE BZA AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.
  
6. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_ SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_

**APPLICANT RESPONSE TO**  
**SECTION 19-2.3.5(D)(1), STANDARDS – SPECIAL EXCEPTION**

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED SPECIAL EXCEPTION IS CONSISTENT WITH THE COMPREHENSIVE PLAN.

---

---

---

---

2. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL COMPLY WITH THE STANDARDS [IN SECTION 19-4.3, USE SPECIFIC STANDARDS.](#)

---

---

---

---

3. DESCRIBE THE WAYS IN WHICH THE REQUEST IS APPROPRIATE FOR ITS LOCATION AND IS COMPATIBLE WITH THE CHARACTER OF EXISTING AND PERMITTED USES OF SURROUNDING LANDS AND WILL NOT REDUCE THE PROPERTY VALUES THEREOF.

---

---

---

---

4. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL MINIMIZE ADVERSE EFFECTS ON ADJACENT LANDS INCLUDING: VISUAL IMPACTS; SERVICE DELIVERY; PARKING AND LOADING; ODORS; NOISE; GLARE; AND, VIBRATION. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL NOT CREATE A NUISANCE.

---

---

---

**APPLICANT RESPONSE TO**  
**SECTION 19-2.3.5(D)(2), STANDARDS – CHANGE IN NONCONFORMING USE**

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED NONCONFORMING USE IS MORE IN CHARACTER WITH, OR EQUAL TO, THE USES OTHERWISE PERMITTED IN THE ZONING DISTRICT THAN THE EXISTING OR PRIOR NONCONFORMING USES.

---

---

---

---

2. DESCRIBE THE WAYS IN WHICH THE PROPOSED NONCONFORMING USE WILL NOT SUBSTANTIALLY AND PERMANENTLY INJURE THE USE OF NEIGHBORING PROPERTY FOR THOSE USES PERMITTED WITHIN THE RELEVANT ZONING DISTRICT(S).

---

---

---

---

3. IS ADEQUATE INFRASTRUCTURE CAPACITY AVAILABLE TO SERVE THE PROPOSED NONCONFORMING USE?

---

---

---

---

4. IS THE PROPOSED USE ONE THAT IS OTHERWISE PERMISSIBLE IN ANOTHER ZONING DISTRICT WITHIN THE CITY?

---

---

---

---



**SPECIAL EXCEPTION PERMIT  
CITY OF GREENVILLE, SOUTH CAROLINA**

PROPERTY INFORMATION:

_____ OWNER	_____ TAX PARCEL #		
_____ ADDRESS/LINE 1	_____ DEED BOOK	_____ PAGE	_____ DATE
_____ ADDRESS/LINE 2	_____ PLAT BOOK	_____ PAGE	_____ DATE

PROVISION(S) OF THE GREENVILLE CITY CODE OF ORDINANCES AUTHORIZING THE ISSUANCE OF A SPECIAL EXCEPTION PERMIT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF THE ACTIVITY(IES) AUTHORIZED BY THE ISSUANCE OF THE SPECIAL EXCEPTION PERMIT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DURATION OF SPECIAL EXCEPTION PERMIT: \_\_\_\_\_

STIPULATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ISSUED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
ADMINISTRATOR

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS



**ACKNOWLEDGEMENT**

STATE OF SOUTH CAROLINA  
COUNTY OF GREENVILLE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_\_ BY \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

**ACKNOWLEDGEMENT**

STATE OF SOUTH CAROLINA  
COUNTY OF GREENVILLE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_\_ BY \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

PLANNING AND DEVELOPMENT DIVISION  
CITY OF GREENVILLE  
P.O. BOX 2207  
GREENVILLE, SC 29602

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



## APPLICATION FOR CONDITIONAL USE CITY OF GREENVILLE, SOUTH CAROLINA

### APPLICANT/OWNER INFORMATION

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

### PROPERTY INFORMATION

STREET ADDRESS: \_\_\_\_\_

DEED BOOK/PAGE \_\_\_\_\_ TAX PARCEL #: \_\_\_\_\_

ZONING DESIGNATION: \_\_\_\_\_ ACREAGE \_\_\_\_\_

### REQUEST

DESCRIPTION OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### INSTRUCTIONS

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE SUBMITTED TO THE PLANNING AND DEVELOPMENT OFFICE DURING NORMAL BUSINESS HOURS.

2. THE APPLICANT/OWNER MUST RESPOND TO THE "STANDARDS" QUESTIONS ON PAGE 2 OF THIS APPLICATION (YOU MUST ANSWER "WHY" YOU BELIEVE THE APPLICATION MEETS THE TESTS FOR THE GRANTING OF A CONDITIONAL USE). SEE ALSO [SECTION 19-2.3.6, CONDITIONAL USE PERMIT](#), FOR ADDITIONAL INFORMATION. YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.

3. YOU MUST ATTACH A SCALED DRAWING OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE FOLLOWING: (a) PROPERTY LINES, EXISTING BUILDINGS, AND OTHER RELEVANT SITE IMPROVEMENTS; (b) THE NATURE (AND DIMENSIONS) OF THE PROPOSED DEVELOPMENT (ACTIVITY); (c) EXISTING BUILDINGS AND OTHER RELEVANT SITE IMPROVEMENTS ON ADJACENT PROPERTIES; AND, (d) TOPOGRAPHIC, NATURAL FEATURES, ETC. RELEVANT TO THE REQUESTED CONDITIONAL USE.

4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$ 100.00.

5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO ROUTING THE APPLICATION FOR STAFF REVIEW. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

**APPLICANT RESPONSE TO**  
**SECTION 19-2.3.6(D), STANDARDS – CONDITIONAL USE PERMIT**

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSAL COMPLIES WITH THE GOALS, POLICIES, AND STANDARDS OF THE ORDINANCE AND, IN PARTICULAR, WITH THE STANDARDS OF [SECTION 19-4.3, USE SPECIFIC STANDARDS](#).

---

---

---

---

---

---

---

---

---

---

---

---

2. DESCRIBE THE WAYS IN WHICH THE INFRASTRUCTURE (ROADS, POTABLE WATER, SEWERAGE, SCHOOLS, PARKS, POLICE, FIRE, AND EMERGENCY FACILITIES) CAPACITY IS ADEQUATE TO SERVE THE PROPOSED CONDITIONAL USE.

---

---

---

---

---

---

---

---

---

---

---

---

**CONDITIONAL USE PERMIT  
CITY OF GREENVILLE, SOUTH CAROLINA**

PROPERTY INFORMATION:

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
TAX PARCEL #

\_\_\_\_\_  
ADDRESS/LINE 1

\_\_\_\_\_  
DEED BOOK

\_\_\_\_\_  
PAGE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS/LINE 2

\_\_\_\_\_  
PLAT BOOK

\_\_\_\_\_  
PAGE

\_\_\_\_\_  
DATE

PROVISION(S) OF THE GREENVILLE CITY CODE OF ORDINANCES AUTHORIZING THE  
ISSUANCE OF A CONDITIONAL USE PERMIT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF THE ACTIVITY(IES) AUTHORIZED BY THE ISSUANCE OF THE  
CONDITIONAL USE PERMIT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DURATION OF CONDITIONAL USE PERMIT: \_\_\_\_\_

STIPULATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ISSUED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
ADMINISTRATOR

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

**ACKNOWLEDGEMENT**

STATE OF SOUTH CAROLINA  
COUNTY OF GREENVILLE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_\_ BY \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES:\_\_\_\_\_

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

**ACKNOWLEDGEMENT**

STATE OF SOUTH CAROLINA  
COUNTY OF GREENVILLE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_\_ BY \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES:\_\_\_\_\_

PLANNING AND DEVELOPMENT DIVISION  
CITY OF GREENVILLE  
P.O. BOX 2207  
GREENVILLE, SC 29602

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**APPLICATION FOR VARIANCE  
CITY OF GREENVILLE, SOUTH CAROLINA  
APPLICANT/OWNER INFORMATION**

APPLICANT

OWNER

NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

DEED BOOK/PAGE \_\_\_\_\_ TAX PARCEL #: \_\_\_\_\_

ZONING DESIGNATION: \_\_\_\_\_ ACREAGE \_\_\_\_\_

**REQUEST**

CODE SECTION FROM WHICH VARIANCE IS REQUESTED: \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS**

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.

2. THE APPLICANT/OWNER MUST RESPOND THE "FINDINGS" QUESTIONS ON PAGE 2 OF THIS APPLICATION (YOU MUST ANSWER "WHY" YOU BELIEVE THE APPLICATION MEETS THE TESTS FOR THE GRANTING OF A VARIANCE). SEE ALSO [SECTION 19-2.3.7, VARIANCE PERMIT](#), FOR ADDITIONAL INFORMATION. YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.

3. YOU MUST ATTACH A SCALED DRAWING OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE FOLLOWING: (a) PROPERTY LINES, EXISTING BUILDINGS, AND OTHER RELEVANT SITE IMPROVEMENTS; (b) THE NATURE (AND DIMENSIONS) OF THE REQUESTED VARIANCE; (c) EXISTING BUILDINGS AND OTHER RELEVANT SITE IMPROVEMENTS ON ADJACENT PROPERTIES; AND, (d) TOPOGRAPHIC, NATURAL FEATURES, ETC. RELEVANT TO THE REQUESTED VARIANCE.

4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE:  
(a) SINGLE-FAMILY RESIDENTIAL USES: \$150.00  
(b) ALL OTHER USES: \$250.00

5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO PLACING THE APPLICATION ON THE BZA AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

6. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_  
**APPLICANT RESPONSE TO**  
**[SECTION 19-2.3.7\(D\)\(1\), FINDINGS](#)**  
**(YOU MAY ATTACH A SEPARATE SHEET)**

1. DESCRIBE THE EXTRAORDINARY AND EXCEPTIONAL CONDITION (SUCH AS SIZE, SHAPE, AND TOPOGRAPHY) THAT PERTAINS TO THE SUBJECT PROPERTY THAT DOES NOT GENERALLY APPLY TO OTHER LAND OR STRUCTURES IN THE VICINITY.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. ARE THE CIRCUMSTANCES AFFECTING THE SUBJECT PROPERTY THE RESULT OF ACTIONS BY THE APPLICANT/OWNER?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. DESCRIBE THE WAYS IN WHICH APPLICATION OF THE REQUIREMENT(S) OF THE ORDINANCE EFFECTIVELY PROHIBIT OR UNREASONABLY RESTRICT THE UTILIZATION OF THE SUBJECT PROPERTY.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. IS THE REQUEST THE MINIMUM ACTION THAT WILL MAKE POSSIBLE THE REASONABLE USE OF LAND OR STRUCTURE WHICH IS NOT CONTRARY TO THE PUBLIC INTEREST AND WHICH WILL CARRY OUT THE SPIRIT OF THE ORDINANCE?

---

---

---

5. DESCRIBE THE WAYS IN WHICH THE GRANTING OF THE VARIANCE WILL NOT RESULT IN SUBSTANTIAL DETRIMENT TO ADJACENT PROPERTY OR TO THE PUBLIC GOOD. IN WHAT WAY(S) WILL THE GRANTING OF THE VARIANCE NOT HARM THE CHARACTER OF THE DISTRICT?

---

---

---

6. DESCRIBE THE WAYS IN WHICH THE GRANTING OF THE VARIANCE WILL BE GENERALLY CONSISTENT WITH THE PURPOSES AND INTENT OF THE ORDINANCE.

---

---

---





# VARIANCE PERMIT CITY OF GREENVILLE, SOUTH CAROLINA

### PROPERTY INFORMATION:

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
TAX PARCEL #

\_\_\_\_\_  
ADDRESS/LINE 1

\_\_\_\_\_  
DEED BOOK

\_\_\_\_\_  
PAGE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS/LINE 2

\_\_\_\_\_  
PLAT BOOK

\_\_\_\_\_  
PAGE

\_\_\_\_\_  
DATE

PROVISION(S) OF THE GREENVILLE CITY CODE OF ORDINANCES FOR WHICH A VARIANCE PERMIT IS ISSUED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF THE ACTIVITY(IES) AUTHORIZED BY THE ISSUANCE OF THE VARIANCE PERMIT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DURATION OF VARIANCE: \_\_\_\_\_

STIPULATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ISSUED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
ADMINISTRATOR

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

**ACKNOWLEDGEMENT**

STATE OF SOUTH CAROLINA  
COUNTY OF GREENVILLE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_\_ BY \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES:\_\_\_\_\_

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

**ACKNOWLEDGEMENT**

STATE OF SOUTH CAROLINA  
COUNTY OF GREENVILLE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_\_ BY \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES:\_\_\_\_\_

PLANNING AND DEVELOPMENT DIVISION  
CITY OF GREENVILLE  
P.O. BOX 2207  
GREENVILLE, SC 29602

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS –  
 DPC\*  
 CITY OF GREENVILLE, SOUTH CAROLINA  
APPLICANT/OWNER INFORMATION**

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: _____	DEED BOOK/PAGE _____
TAX PARCEL #: _____	ZONING DESIGNATION: _____
HISTORIC DISTRICT OVERLAY? _____	NAT'L REGISTER? _____

**DESCRIPTION OF REQUEST**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

\* PROJECT DESCRIPTION DOES NOT MEET CRITERIA FOR STAFF REVIEW PURSUANT TO [SECTION 19-2.3.8, CERTIFICATE OF APPROPRIATENESS](#), AND APPENDIX 'D', DELEGATION OF PROJECTS REVIEW AUTHORITY DPC TO ADMINISTRATOR

## INSTRUCTIONS

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.

2. SEE [SECTION 19-2.3.8\(E\), STANDARDS](#), FOR ADDITIONAL INFORMATION; YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.

3. YOU MUST ATTACH ONE (1) COMPLETE SET OF SCALED DRAWINGS OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE INFORMATION REFLECTED ON PAGE 3. DRAWINGS MUST BE DRAWN AT AN APPROPRIATE SCALE, SUCH AS 1"=20' OR ¼"=1', ETC. ALTHOUGH CONSTRUCTION DRAWINGS ARE NOT REQUIRED, APPLICANTS FOR "FINAL APPROVAL" SHOULD BE ABLE TO PROVIDE CONSTRUCTION DRAWINGS AT THE DPC'S REQUEST. APPLICANTS SEEKING "PRELIMINARY COMMENTS" MAY DO SO AT ANY STAGE OF THE DESIGN PROCESS. THE COMMISSION MAY REQUEST ADDITIONAL INFORMATION AT ANY TIME TO FULLY UNDERSTAND THE PROPOSAL. ITEMS SUBMITTED TO THE COMMISSION BECOME THE PROPERTY OF THE CITY AND WILL NOT BE RETURNED.

4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE:

- |                                 |   |
|---------------------------------|---|
| a. COMMERCIAL - \$300.00        | d. SINGLE-FAMILY RESIDENTIAL - \$150.00 |
| b. SIGNS - \$300.00             | e. OTHER - \$300.00                     |
| c. PRELIMINARY COMMENT - \$0.00 |   |

5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO PLACING THE APPLICATION ON THE DPC AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

6. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_.

## PLAN REQUIREMENTS

### **A. For Construction of a New Building or Structure and an Addition to an Existing Building or Structure:**

- \_\_\_ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines (two full size sets and one 8.5" X 11" or 11"x17" reproducible size).
- \_\_\_ 2. Building elevations for all sides (two full size sets and one 8.5" X 11" or 11"x17" reproducible size). Drawings for additions should illustrate the relationship to the existing structure. In commercial districts, drawings should show the relationship to buildings on the property and adjacent lots.
- \_\_\_ 3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- \_\_\_ 4. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_ 5. Cut sheets or other information, illustrating the design and type of lighting and other details.
- \_\_\_ 6. Other information needed to clearly illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

### **B. For Alteration of an Existing Building or Structure:**

- \_\_\_ 1. Scaled drawings (two full size sets and one 8.5" X 11" or 11"x17" reproducible size) indicating the extent of the proposed alteration.
- \_\_\_ 2. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- \_\_\_ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_ 4. Other information needed to best illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

### **C. For Demolition or Relocation of an Existing Building or Structure:**

- \_\_\_ 1. A written narrative indicating the reason for demolition or relocation and what steps have been taken to remedy the situation. If the reasons are structural reasons a technical report prepared by an engineer or architect must be submitted.
- \_\_\_ 2. If the structure is less than 50 years old and located in the Central Business District, submit documentation of its age
- \_\_\_ 3. Documentation on the costs of rehabilitation and forecast of possible economic return.
- \_\_\_ 4. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- \_\_\_ 5. Site plan or building elevations for post demolition, including a time frame for development.

### **Site Design, Parking, Plazas, Landscape:**

- \_\_\_ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property, streets, public property, and any structures on immediate adjacent lots (two sets of plans).
- \_\_\_ 2. Landscape plan, indicating species and planting sizes, irrigation, lighting location and detail, hardscape materials and colors (two full sets of plans).
- \_\_\_ 3. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- \_\_\_ 4. Cut sheets or other information, illustrating the design and type of lighting or details to better illustrate your request.

### **Signs:**

- \_\_\_ 1. Scaled drawings for proposed signs.
  - \_\_\_ a. Drawings for wall signs should include a scaled drawing of the façade on which the signs will be placed.
  - \_\_\_ b. For free-standing signs, a site plan must include the location of signs and the relationship to existing building and other site features on the property.
- \_\_\_ 2. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- \_\_\_ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_ 4. Cut sheets or other information, illustrating the design and type of lighting, if any.

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions



**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS –  
STAFF\*  
CITY OF GREENVILLE, SOUTH CAROLINA**

**APPLICANT/OWNER INFORMATION**

APPLICANT OWNER

NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: _____	DEED BOOK/PAGE _____
TAX PARCEL #: _____	ZONING DESIGNATION: _____
HISTORIC DISTRICT OVERLAY? _____	NAT'L REGISTER? _____

**DESCRIPTION OF REQUEST**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

\* PROJECT DESCRIPTION MEETS CRITERIA FOR STAFF REVIEW PURSUANT TO [SECTION 19-2.3.8, CERTIFICATE OF APPROPRIATENESS](#), AND APPENDIX 'D', DELEGATION OF PROJECTS REVIEW AUTHORITY DPC TO ADMINISTRATOR

## INSTRUCTIONS

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE SUBMITTED TO THE PLANNING AND DEVELOPMENT OFFICE DURING NORMAL BUSINESS HOURS.

2. SEE [\*\*SECTION 19-2.3.8\(E\), STANDARDS\*\*](#); FOR ADDITIONAL INFORMATION; YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.

3. YOU MUST ATTACH ONE (1) COMPLETE SET OF SCALED DRAWINGS OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE INFORMATION REFLECTED ON PAGE 3 OF THIS APPLICATION. DRAWINGS MUST BE DRAWN AT AN APPROPRIATE SCALE, SUCH AS 1"=20' OR ¼"=1', ETC. ALTHOUGH CONSTRUCTION DRAWINGS ARE NOT REQUIRED, APPLICANTS FOR "FINAL APPROVAL" SHOULD BE ABLE TO PROVIDE CONSTRUCTION DRAWINGS AT THE STAFF'S REQUEST. APPLICANTS SEEKING "PRELIMINARY COMMENTS" MAY DO SO AT ANY STAGE OF THE DESIGN PROCESS. THE STAFF MAY REQUEST ADDITIONAL INFORMATION AT ANY TIME TO FULLY UNDERSTAND THE PROPOSAL. ITEMS SUBMITTED TO THE STAFF BECOME THE PROPERTY OF THE CITY AND WILL NOT BE RETURNED.

4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE:

- |  |                             |
|--|-----------------------------|
| a. SINGLE-FAMILY RESIDENTIAL - \$25.00 | c. OTHER THAN SINGLE-FAMILY |
| b. SIGNS - \$25.00                     | 1. MAJOR - \$100.00*        |
|  | 2. MINOR - \$50.00*         |

\*MINOR = COLOR CHANGE; REPLACEMENT OF WINDOWS/DOORS; ADDITION, DELETION, OR REPLACEMENT OF AWNINGS; RE-ROOFING; AND, SIMILAR TYPES OF PROJECTS THAT DO NOT INVOLVE STRUCTURAL ALTERATIONS, INCREASE/DECREASE IN WINDOW/DOOR AREA, OR REMOVAL OF ARCHITECTURAL FEATURES.

\*MAJOR = ANY ACTIVITY THAT IS NOT "MINOR"; ALL SITE DEVELOPMENT ACTIVITY; DEMOLITION OF BUILDINGS<50 YEARS OLD; ROOF GARDENS; DECKS OR ACCESSORY STRUCTURES; OR, ANY PROJECT REQUIRING CONSULTATION WITH AN OFFICER OF THE DPC.

5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [\*\*SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY\*\*](#), PRIOR TO PLACING THE APPLICATION ON THE DPC AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

## PLAN REQUIREMENTS

### **A. For Construction of a New Building or Structure and an Addition to an Existing Building or Structure:**

- \_\_\_ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines (two full size sets and one 8.5" X 11" or 11"x17" reproducible size).
- \_\_\_ 2. Building elevations for all sides (two full size sets and one 8.5" X 11" or 11"x17" reproducible size). Drawings for additions should illustrate the relationship to the existing structure. In commercial districts, drawings should show the relationship to buildings on the property and adjacent lots.
- \_\_\_ 3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- \_\_\_ 4. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_ 5. Cut sheets or other information, illustrating the design and type of lighting and other details.
- \_\_\_ 6. Other information needed to clearly illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

### **B. For Alteration of an Existing Building or Structure:**

- \_\_\_ 1. Scaled drawings (two full size sets and one 8.5" X 11" or 11"x17" reproducible size) indicating the extent of the proposed alteration.
- \_\_\_ 2. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- \_\_\_ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_ 4. Other information needed to best illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

### **C. For Demolition or Relocation of an Existing Building or Structure:**

- \_\_\_ 1. A written narrative indicating the reason for demolition or relocation and what steps have been taken to remedy the situation. If the reasons are structural reasons a technical report prepared by an engineer or architect must be submitted.
- \_\_\_ 2. If the structure is less than 50 years old and located in the Central Business District, submit documentation of its age
- \_\_\_ 3. Documentation on the costs of rehabilitation and forecast of possible economic return.
- \_\_\_ 4. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- \_\_\_ 5. Site plan or building elevations for post demolition, including a time frame for development.

### **Site Design, Parking, Plazas, Landscape:**

- \_\_\_ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property, streets, public property, and any structures on immediate adjacent lots (two sets of plans).
- \_\_\_ 2. Landscape plan, indicating species and planting sizes, irrigation, lighting location and detail, hardscape materials and colors (two full sets of plans).
- \_\_\_ 3. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- \_\_\_ 4. Cut sheets or other information, illustrating the design and type of lighting or details to better illustrate your request.

### **Signs:**

- \_\_\_ 1. Scaled drawings for proposed signs.
  - \_\_\_ a. Drawings for wall signs should include a scaled drawing of the façade on which the signs will be placed.
  - \_\_\_ b. For free-standing signs, a site plan must include the location of signs and the relationship to existing building and other site features on the property.
- \_\_\_ 2. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- \_\_\_ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_ 4. Cut sheets or other information, illustrating the design and type of lighting, if any.





**INSTRUCTIONS**

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.

2. SEE [\*\*SECTION 19-2.3.8\(H\), UNREASONABLE HARDSHIP EXEMPTION\*\*](#), FOR ADDITIONAL INFORMATION; YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.

3. YOU MUST ATTACH ONE (1) COMPLETE SET OF SCALED DRAWINGS OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE INFORMATION REFLECTED ON PAGE 4. DRAWINGS MUST BE DRAWN AT AN APPROPRIATE SCALE, SUCH AS 1"=20' OR ¼"=1', ETC. IN ADDITION, YOU MUST ADDRESS THE REQUIREMENTS OF [\*\*SECTION 19-2.3.8\(H\)\(2\), UNREASONABLE HARDSHIP STANDARDS\*\*](#), AS REFLECTED ON PAGE 3 OF THIS APPLICATION. THE COMMISSION MAY REQUEST ADDITIONAL INFORMATION AT ANY TIME TO FULLY UNDERSTAND THE PROPOSAL. ITEMS SUBMITTED TO THE COMMISSION BECOME THE PROPERTY OF THE CITY AND WILL NOT BE RETURNED.

4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE:

a. COMMERCIAL - \$300.00	c. SINGLE-FAMILY RESIDENTIAL - \$150.00
b. SIGNS - \$300.00	d. OTHER - \$300.00

5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [\*\*SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY\*\*](#), PRIOR TO PLACING THE APPLICATION ON THE DPC AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

6. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_.

**UNREASONABLE HARDSHIP STANDARDS**

1. DESCRIBE THE EXCEPTIONAL CONDITIONS AND UNREASONABLE CIRCUMSTANCES RELEVANT TO THE SUBJECT PROPERTY WHICH DO NOT GENERALLY APPLY TO OTHER PROPERTIES IN THE DISTRICT.

---

---

---

---

2. DESCRIBE THE WAYS IN WHICH APPLICATION OF THE STANDARDS REQUIRED FOR A CERTIFICATE OF APPROPRIATENESS EFFECTIVELY PROHIBITS OR UNREASONABLY RESTRICTS THE UTILIZATION OF THE PROPERTY AND RESULTS IN AN UNREASONABLE HARDSHIP.

---

---

---

---

3. DESCRIBE THE WAYS IN WHICH THE GRANTING OF AN UNREASONABLE HARDSHIP EXEMPTION WOULD BE THE MINIMUM ACTION THAT WOULD MAKE POSSIBLE THE REASONABLE USE OF THE LAND OR STRUCTURE THAT IS NOT CONTRARY TO THE PURPOSE AND INTENT OF THE APPROVED GUIDELINES FOR THE DISTRICT.

---

---

---

---

4. DESCRIBE THE WAYS IN WHICH THE GRANTING OF AN UNREASONABLE HARDSHIP EXEMPTION WOULD BE CONSISTENT WITH THE INTENT OF THE PROVISIONS OF [SECTION 19-2.3.8\(E\), STANDARDS.](#)

---

---

---

---

## PLAN REQUIREMENTS

### **A. For Construction of a New Building or Structure and an Addition to an Existing Building or Structure:**

- \_\_\_\_\_ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines (two full size sets and one 8.5" X 11" or 11"x17" reproducible size).
- \_\_\_\_\_ 2. Building elevations for all sides (two full size sets and one 8.5" X 11" or 11"x17" reproducible size). Drawings for additions should illustrate the relationship to the existing structure. In commercial districts, drawings should show the relationship to buildings on the property and adjacent lots.
- \_\_\_\_\_ 3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- \_\_\_\_\_ 4. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_\_\_ 5. Cut sheets or other information, illustrating the design and type of lighting and other details.
- \_\_\_\_\_ 6. Other information needed to clearly illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

### **B. For Alteration of an Existing Building or Structure:**

- \_\_\_\_\_ 1. Scaled drawings (two full size sets and one 8.5" X 11" or 11"x17" reproducible size) indicating the extent of the proposed alteration.
- \_\_\_\_\_ 2. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- \_\_\_\_\_ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_\_\_ 4. Other information needed to best illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

### **C. For Demolition or Relocation of an Existing Building or Structure:**

- \_\_\_\_\_ 1. A written narrative indicating the reason for demolition or relocation and what steps have been taken to remedy the situation. If the reasons are structural reasons a technical report prepared by an engineer or architect must be submitted.
- \_\_\_\_\_ 2. If the structure is less than 50 years old and located in the Central Business District, submit documentation of its age
- \_\_\_\_\_ 3. Documentation on the costs of rehabilitation and forecast of possible economic return.
- \_\_\_\_\_ 4. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- \_\_\_\_\_ 5. Site plan or building elevations for post demolition, including a time frame for development.

### **Site Design, Parking, Plazas, Landscape:**

- \_\_\_\_\_ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property, streets, public property, and any structures on immediate adjacent lots (two sets of plans).
- \_\_\_\_\_ 2. Landscape plan, indicating species and planting sizes, irrigation, lighting location and detail, hardscape materials and colors (two full sets of plans).
- \_\_\_\_\_ 3. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- \_\_\_\_\_ 4. Cut sheets or other information, illustrating the design and type of lighting or details to better illustrate your request.

### **Signs:**

- \_\_\_\_\_ 1. Scaled drawings for proposed signs.
  - \_\_\_\_\_ a. Drawings for wall signs should include a scaled drawing of the façade on which the signs will be placed.
  - \_\_\_\_\_ b. For free-standing signs, a site plan must include the location of signs and the relationship to existing building and other site features on the property.
- \_\_\_\_\_ 2. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- \_\_\_\_\_ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- \_\_\_\_\_ 4. Cut sheets or other information, illustrating the design and type of lighting, if any.

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**DESIGN AND PRESERVATION COMMISSION  
APPLICATION FOR AN APPEAL  
OF AN ADMINISTRATOR'S DECISION OR INTERPRETATION  
CITY OF GREENVILLE, SOUTH CAROLINA**

**APPLICANT/OWNER INFORMATION**

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: _____	HISTORIC DISTRICT: _____
TAX PARCEL #: _____	ZONING DESIGNATION: _____

**REQUEST**

APPLICABLE CODE OR DESIGN GUIDELINES SECTION: \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS**

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.

2. THE APPLICANT/OWNER MUST ATTACH A STATEMENT ADDRESSING THE REASONS THAT HE BELIEVES THAT THE ADMINISTRATOR ERRED IN HIS DETERMINATION OR INTERPRETATION OF THE CODE VIS-À-VIS THE SUBJECT PROPERTY.

3. IF APPLICABLE, YOU MUST ATTACH A SCALED DRAWING OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE FOLLOWING: (a) PROPERTY LINES, EXISTING BUILDINGS, AND OTHER RELEVANT SITE IMPROVEMENTS; (b) THE NATURE (AND DIMENSIONS) OF THE DISPUTED ITEM; (c) EXISTING BUILDINGS AND OTHER RELEVANT SITE IMPROVEMENTS ON ADJACENT PROPERTIES; AND, (d) TOPOGRAPHIC, NATURAL FEATURES, ETC. RELEVANT TO THE DISPUTED ITEM.

4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE:

a. COMMERCIAL - \$300.00

c. SINGLE-FAMILY RESIDENTIAL - \$150.00

b. SIGNS - \$300.00

d. OTHER - \$300.00

5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [\*\*SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY\*\*](#), PRIOR TO PLACING THE APPLICATION ON THE DPC AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

6. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**APPLICATION FOR SITE PLAN PERMIT  
CITY OF GREENVILLE, SOUTH CAROLINA  
APPLICANT/OWNER INFORMATION**

APPLICANT

OWNER

NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

BUSINESS \_\_\_\_\_ TAX PARCEL #: \_\_\_\_\_

ZONING DESIGNATION: \_\_\_\_\_ ACREAGE \_\_\_\_\_

(PLANNED) DEVELOPMENT NAME \_\_\_\_\_

**INSTRUCTIONS**

1. PLEASE REFER TO [SECTION 19-2.3.9, SITE PLAN PERMIT](#), FOR ADDITIONAL INFORMATION.
2. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE SUBMITTED TO THE PLANNING AND DEVELOPMENT OFFICE DURING NORMAL BUSINESS HOURS:  
SINGLE-FAMILY RESIDENTIAL - \$0.00 ALL OTHER - \$200.00
3. ALL DEVELOPMENT, UNLESS EXEMPTED PURSUANT TO [SECTION 19-2.3.9\(C\), EXEMPTIONS](#), SHALL SUBMIT AN APPLICATION FOR A SITE PLAN PERMIT PRIOR TO THE ISSUANCE OF A GRADING PERMIT OR BUILDING PERMIT. EXEMPTIONS INCLUDE:
  - a. CONSTRUCTION WITHIN A BUILDING THAT DOES NOT INCREASE THE GROSS FLOOR AREA;
  - AND,
  - b. DEVELOPMENT WHICH MAINTAINS THE CURRENT USE.
4. THE STAFF WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#). THE STAFF WILL CONTACT THE APPLICANT TO CORRECT ANY DEFICIENCIES WHICH MUST BE CORRECTED PRIOR TO ROUTING THE APPLICATION FOR REVIEW.
5. PLAN FORMAT AND CONTENT REQUIREMENTS ARE REFLECTED IN **APPENDIX 'H'** OF THIS MANUAL. **PLEASE VERIFY THAT ALL REQUIRED INFORMATION IS REFLECTED ON THE PLAN.**

# Permanent Sign Permit Application

Application and all required supporting materials must be completed prior to requesting a permit.

City of Greenville Zoning Office  
PO Box 2207 Greenville, SC 29602  
Phone: (864) 467-4476 Fax: (864) 467-5715

NOTE: A separate Sign Permit Application must be completed for each individual proposed sign.

Street Address of Proposed Sign: \_\_\_\_\_ Suite/Unit/Space # \_\_\_\_\_

Tenant/Business Name: \_\_\_\_\_ (Must be as listed on Certificate of Occupancy)

The proposed sign is for a tenant/business located in a multiple-tenant building or development. Yes \_\_\_ No \_\_\_

The proposed sign is a wall sign \_\_\_; awning sign \_\_\_; projecting sign \_\_\_; monument sign \_\_\_; freestanding sign \_\_\_; decorative post sign \_\_\_; window sign \_\_\_; Outdoor Advertising Sign (billboard) \_\_\_.

The proposed sign is completely new \_\_\_; a face change only \_\_\_; or other (explain) \_\_\_\_\_

Brief description of the sign: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The cost of the proposed sign and its installation (Contract Amount) is \$ \_\_\_\_\_

Attach the following supporting materials to complete this application:

For Wall, Awning, Window, and Projecting Sign:

- \_\_\_ Fee
- \_\_\_ A scaled drawing, including dimensions, of the sign
- \_\_\_ A scaled drawing, including dimensions, of the wall on which the sign is to be located, with the proposed sign shown along with any existing signs to remain
- \_\_\_ For a projecting sign, the distance from the bottom of the sign to the ground

For Monument, Decorative Post, Freestanding, and Billboard Sign:

- \_\_\_ Fee
- \_\_\_ A scaled drawing, including dimensions, of the sign
- \_\_\_ A scaled site plan of the property on which the sign is to be located, indicating property lines, all site improvements, location and setback from property lines of proposed sign, sight triangles at street/driveway intersections, and any existing signs to remain
- \_\_\_ For a sign 12 feet or taller, drawings sealed by a South Carolina-registered engineer

Additional Items necessary before a Sign Permit is issued:

- \_\_\_ For an electrified sign, an electrical permit obtained by a licensed electrician
- \_\_\_ An application for Certificate of Occupancy for the tenant/business
- \_\_\_ For a sign requiring design review, a Certificate of Appropriateness
- \_\_\_ For a sign projecting over a public right-of-way or other public property, an Air Rights Encroachment Permit

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address with ZIP: \_\_\_\_\_ Mobile/Pager: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this application, I certify that I am an authorized agent for the company performing the work stated



above, and that all information provided is true. I further understand if any information provided is found to be incorrect or falsely stated, this permit may be voided, and I may be responsible for violation of any and all related laws and ordinances. I further understand that installation of a sign without an approved permit is a violation of the City of Greenville Code of Ordinances and is cause for a doubled permit fee and any additional enforcement action by the City of Greenville necessary to ensure compliance with its laws and ordinances. Additionally, I certify that I understand the City of Greenville will not approve a sign that reflects an address different than the actual physical address of a property.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# Temporary Sign Permit Application

*Application and all supporting materials must be completed prior to requesting a permit.*

City of Greenville Zoning Office

PO Box 2207 Greenville, SC 29602

Phone: (864) 467-4476 Fax: (864) 467-5715

Download additional forms at [www.greatergreenville.com/development](http://www.greatergreenville.com/development)

Application should be used for all temporary signs including banners, flags, and signs for seasonal uses.

**Separate Sign Permit Application must be completed for each individual proposed**

Address of Proposed Sign: \_\_\_\_\_ Suite/Unit/Space # \_\_\_\_\_

Business Name: \_\_\_\_\_

Proposed sign is for a tenant/business located in a multiple-tenant building or development. Yes \_\_\_ No \_\_\_

Proposed temporary sign will be displayed from \_\_\_\_\_ (date) to \_\_\_\_\_ (date)

Commercial advertising signs may be displayed for one 30-day period per quarter; Temporary seasonal use signs (duration of the seasonal use.)

Description of the sign, including the type of material used and how it will be secured to the building: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Attach the following supporting materials to complete this application:**

\$35.00

Site plan drawing, including dimensions, of the sign

Site plan drawing, including dimensions, of the building or structure on which the sign is to be located, with the proposed

Sign is freestanding, a scaled site plan of the property on which the sign is to be located, indicating property lines, all easements, and the location of the temporary or seasonal use

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address with ZIP: \_\_\_\_\_ Mobile/Pager: \_\_\_\_\_

In this application, I certify that all information provided is true. I further understand if any information provided is incorrect or falsely stated, this permit may be voided, and I may be responsible for violation of any and all related ordinances. I further understand that installation of a sign without an approved permit is a violation of the City of Greenville Code of Ordinances and is cause for a doubled permit fee and any additional enforcement action by the City of Greenville necessary to ensure compliance with its laws and ordinances.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**APPLICATION FOR A TEMPORARY USE  
CITY OF GREENVILLE, SOUTH CAROLINA**

**APPLICANT/OWNER INFORMATION**

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

**REQUEST**

CODE SECTION AUTHORIZING TEMPORARY USE: \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS**

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE SUBMITTED TO THE PLANNING AND DEVELOPMENT OFFICE DURING NORMAL BUSINESS HOURS.
2. THE APPLICANT/OWNER MUST RESPOND TO THE "STANDARDS" QUESTIONS ON PAGE 2 OF THIS APPLICATION (YOU MUST ANSWER "WHY" YOU BELIEVE THE APPLICATION MEETS THE TESTS FOR THE GRANTING OF A TEMPORARY USE). SEE ALSO [SECTION 19-4.5.2, GENERAL STANDARDS FOR ALL TEMPORARY USES AND STRUCTURES](#), AND [SECTION 19-4.5.3, SPECIFIC STANDARDS FOR CERTAIN TEMPORARY USES AND STRUCTURES](#). FOR ADDITIONAL INFORMATION. YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.

3. YOU MUST ATTACH A SCALED DRAWING OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE FOLLOWING: (a) PROPERTY LINES, EXISTING BUILDINGS, AND OTHER RELEVANT SITE IMPROVEMENTS; (b) THE NATURE (AND DIMENSIONS) OF THE PROPOSED USE (ACTIVITY); (c) EXISTING BUILDINGS AND OTHER RELEVANT SITE IMPROVEMENTS ON ADJACENT PROPERTIES; AND, (d) TOPOGRAPHIC, NATURAL FEATURES, ETC. RELEVANT TO THE REQUESTED TEMPORARY USE.
4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$ 50.00.
5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO ROUTING THE APPLICATION FOR STAFF REVIEW. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.
6. THE APPLICANT IS ADVISED THAT PERMANENT ALTERATIONS TO THE SITE ARE PROHIBITED.
7. THE APPLICANT IS ADVISED THAT ALL TEMPORARY STRUCTURES AND SIGNS MUST BE REMOVED UPON LAPSING OF THE PERMIT OR CESSATION OF THE ACTIVITY, WHICHEVER OCCURS FIRST.

**APPLICANT RESPONSE TO**  
**[SECTION 19-4.5.2, STANDARDS – TEMPORARY USES](#)**

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE TEMPORARY USE WILL NOT BE DETRIMENTAL TO PROPERTY OR IMPROVEMENTS IN THE SURROUNDING AREA OR TO THE PUBLIC HEALTH, SAFETY, OR GENERAL WELFARE.

---

---

---

---

---

2. DESCRIBE THE WAYS IN WHICH THE TEMPORARY USE WILL NOT HAVE SUBSTANTIAL ADVERSE IMPACTS ON NEARBY RESIDENTIAL USES.

---

---

---

---

---

3. IF THE PROPERTY IS DEVELOPED, DESCRIBE THE WAYS IN WHICH THE TEMPORARY USE (AND STRUCTURE) WILL NEITHER ENCROACH INTO, NOR CREATE A NEGATIVE IMPACT UPON: EXISTING BUFFERS; OPEN SPACE; LANDSCAPING; PEDESTRIAN AND VEHICULAR TRAFFIC MOVEMENTS (INCLUDING EMERGENCY VEHICLE ACCESS); AND, PARKING SPACE AVAILABILITY.

---

---

---

---

4. IF THE PROPERTY IS UNDEVELOPED, DESCRIBE THE WAYS IN WHICH THE TEMPORARY USE (AND STRUCTURE) WILL BE LOCATED SO AS TO ENABLE THE USE TO FUNCTION ADEQUATELY, INCLUDING ALL PARKING AND TRAFFIC MOVEMENT ASSOCIATED WITH THE USE, WITHOUT DISTURBING SENSITIVE OR PROTECTED RESOURCES, INCLUDING REQUIRED BUFFERS.

---

---

---

---

5. DESCRIBE THE WAYS IN WHICH THE TEMPORARY USE WILL NOT VIOLATE ANY APPLICABLE CONDITIONS OF APPROVAL THAT APPLY TO THE CURRENT PRINCIPAL USE ON THE SITE.

---

---

---

---

6. HAVE ALL OTHER APPLICABLE PERMITS AND INSPECTIONS BEEN ISSUED AND APPROVED (OR APPLIED FOR)? IF SO, PLEASE SPECIFY APPLICABLE PERMITS AND STATUS OF EACH.

---

---

---

---

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



## APPLICATION FOR CERTIFICATE OF COMPLIANCE CITY OF GREENVILLE, SOUTH CAROLINA

### APPLICANT/OWNER INFORMATION

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

### PROPERTY INFORMATION

STREET ADDRESS: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

ACREAGE \_\_\_\_\_

### REQUEST

PROPOSED USE \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### INSTRUCTIONS

1. PLEASE REFER TO [SECTION 19-2.3.12, CERTIFICATE OF COMPLIANCE](#), FOR ADDITIONAL INFORMATION.
2. AS A CONDITION PRECEDENT TO ISSUING A CERTIFICATE OF CONFORMITY, THE ADMINISTRATOR MAY REQUIRE THE SUBMISSION OF SCALED DRAWINGS BY THE APPLICANT/OWNER TO CONFIRM CONFORMITY WITH THE REQUIREMENTS OF THE ORDINANCE. IN ADDITION, THE ADMINISTRATOR MAY INSPECT THE SUBJECT PREMISES TO VERIFY CURRENT CONDITIONS.

3. THE APPLICANT/OWNER MUST ANSWER THE QUESTIONS ON PAGE 2 OF THIS APPLICATION; YOU MAY ATTACH A SEPARATE SHEET RESPONDING TO THE QUESTIONS.

4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**: \$ 10.00 FOR "SIMPLE" CERTIFICATE VERIFYING LOCATION, DESIGNATION, AND USE(S); \$50.00 FOR "COMPLEX" CERTIFICATE REQUIRING REVIEW OF FILES, ETC.

5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO ROUTING THE APPLICATION FOR STAFF REVIEW. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

**QUESTIONS REQUIRING APPLICANT RESPONSE**

(YOU MAY ATTACH A SEPARATE SHEET)

1. IS THE EXISTING (PROPOSED) USE PERMITTED "BY RIGHT" ('P') IN THE TABLE OF USES?

---

2. IF THE USE DOES NOT COMPLY WITH THE REQUIREMENTS OF THE ORDINANCE, IS IT "GRANDFATHERED" **PURSUANT TO** [SECTION 19-9, NONCONFORMITIES?](#)

---

---

---

---



**CERTIFICATE OF COMPLIANCE  
CITY OF GREENVILLE, SOUTH CAROLINA**

**APPLICANT/OWNER INFORMATION**

APPLICANT

OWNER

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

**PROPOSED USE**

USE: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

**CONDITIONS AND STIPULATIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PURSUANT TO [SECTION 19-2.3.12, CERTIFICATE OF COMPLIANCE](#), THE ADMINISTRATOR HEREBY CERTIFIES THAT THE PROPOSED LAND USE/DEVELOPMENT COMPLIES WITH THE STANDARDS OF THE ORDINANCE, SUBJECT TO THE CONDITIONS AND STIPULATIONS REFERENCED ABOVE, IN EFFECT ON THE DATE OF EXECUTION OF THE CERTIFICATE.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATOR



Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



## APPLICATION FOR LAND DEVELOPMENT PERMIT CITY OF GREENVILLE, SOUTH CAROLINA

### APPLICANT/OWNER INFORMATION

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

### PROPERTY INFORMATION

STREET ADDRESS: _____	DEED BOOK _____ PAGE _____
TAX PARCEL #: _____	ZONING DESIGNATION: _____
MINOR/MAJOR SUBDIVISION _____	ACREAGE _____

### INSTRUCTIONS

1. PLEASE REFER TO [SECTION 19-2.3.13, LAND DEVELOPMENT](#), FOR ADDITIONAL INFORMATION.
2. MINOR SUBDIVISIONS CONSTITUTE THE SUBDIVISION OF LAND INTO NO MORE THAN TWO (2) LOTS WHEN:
  - A. NO NEW STREETS, ALLEYS, OR OTHER PUBLIC WAYS ARE CREATED;
  - B. NO CHANGES ARE MADE TO THE EXISTING RIGHTS-OF-WAY OF ANY STREETS, ALLEYS, OR OTHER PUBLIC WAYS;
  - C. NO NEW UTILITIES ARE REQUIRED TO SERVE THE SUBDIVIDED LAND;
  - D. THE DIVISION OF LAND MEETS THE MINIMUM REQUIREMENTS OF THE ORDINANCE;
  - E. NO FLAG LOT IS CREATED IN A RESIDENTIAL ZONING DISTRICT THAT IS INCONSISTENT WITH EXISTING DEVELOPMENT PATTERNS;
  - F. THE LOTS HAVE FRONTAGE ON A PUBLIC STREET THAT HAS BEEN ACCEPTED FOR MAINTENANCE BY THE APPROPRIATE AGENCY; AND,
  - G. NO MORE THAN TWO (2) LOTS HAVE BEEN CREATED WITHIN THE BOUNDARY OF THE ORIGINAL TRACT WITHIN THE PAST FIVE (5) YEARS.

3. MAJOR SUBDIVISIONS CONSTITUTE ALL SUBDIVISION OF LAND NOT CONSIDERED "MINOR".

4. ALL APPLICATIONS AND FEES (**MADE PAYABLE TO THE CITY OF GREENVILLE**) FOR MAJOR SUBDIVISIONS SHALL BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE. APPLICATIONS AND FEES FOR MINOR SUBDIVISIONS ARE ACCEPTED DURING NORMAL BUSINESS HOURS.

- A. MAJOR SUBDIVISION
  - 1. \$300.00 (1 – 10 LOTS)
  - 2. \$550.00 (11+ LOTS)
- B. MINOR SUBDIVISION - \$100.00

5. THE STAFF WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#). THE STAFF WILL CONTACT THE APPLICANT TO CORRECT ANY DEFICIENCIES WHICH MUST BE CORRECTED PRIOR TO PLACING A MAJOR SUBDIVISION ON THE PLANNING COMMISSION AGENDA OR PRIOR TO THE ADMINISTRATOR ENDORSING A MINOR SUBDIVISION.

6. MAJOR SUBDIVISIONS REQUIRE A PUBLIC HEARING BEFORE THE PLANNING COMMISSION AND MUST BE POSTED AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

7. PLAN FORMAT AND CONTENT REQUIREMENTS ARE REFLECTED IN **APPENDIX 'F'** OF THIS MANUAL. **PLEASE VERIFY THAT ALL REQUIRED INFORMATION IS REFLECTED ON THE PLAN(S).**

\_\_\_\_\_ SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

---

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



## APPLICATION FOR GRADING PERMIT CITY OF GREENVILLE, SOUTH CAROLINA

### APPLICANT/OWNER INFORMATION

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

### PROPERTY INFORMATION

STREET ADDRESS: \_\_\_\_\_ BUSINESS \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

(PLANNED) DEVELOPMENT NAME \_\_\_\_\_

ACREAGE \_\_\_\_\_

### INSTRUCTIONS

1. PLEASE REFER TO [SECTION 19-2.3.13\(A\)\(5\)\(d\)1. GRADING PERMIT](#), AND [SECTION 19-2.3.13\(B\). GRADING PERMIT](#), FOR ADDITIONAL INFORMATION.
2. APPLICATIONS AND FEES (**MADE PAYABLE TO THE CITY OF GREENVILLE**) FOR GRADING PERMITS ARE ACCEPTED DURING NORMAL BUSINESS HOURS.
3. ALL DEVELOPMENT, UNLESS EXEMPTED PURSUANT TO [SECTION 19-2.3.13 \(B\)\(4\). EXEMPTIONS](#), SHALL SUBMIT AN APPLICATION FOR A GRADING PERMIT PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.
4. THE STAFF WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT [TO SECTION 19-2.2.6. DETERMINATION OF SUFFICIENCY](#). THE STAFF WILL CONTACT THE APPLICANT TO CORRECT ANY DEFICIENCIES WHICH MUST BE CORRECTED PRIOR TO ROUTING THE APPLICATION FOR REVIEW.
5. PLAN FORMAT AND CONTENT REQUIREMENTS ARE REFLECTED IN THE **DESIGN AND SPECIFICATIONS MANUAL**.
6. YOU MUST ATTACH THE REQUIRED APPLICATION FEE.

Application # \_\_\_\_\_ Fees Paid \_\_\_\_\_  
Date Received: \_\_\_\_\_ Accepted by \_\_\_\_\_  
Date deemed complete \_\_\_\_\_ App Deny Conditions \_\_\_\_\_



## APPLICATION FOR A STREET NAME CHANGE CITY OF GREENVILLE, SOUTH CAROLINA

### APPLICANT INFORMATION

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
FAX

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

### STREET NAME INFORMATION

CURRENT NAME: \_\_\_\_\_

MAP BOOK: \_\_\_\_\_

PAGE: \_\_\_\_\_

PROPOSED NAME: \_\_\_\_\_

### INSTRUCTIONS

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.
2. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$550.00.
3. THE APPLICANT MUST RESPOND TO THE "STANDARDS" QUESTIONS ON PAGE 2 OF THIS APPLICATION (YOU MUST VERIFY THAT THE PROPOSED STREET NAME COMPLIES WITH THE REQUIREMENTS FOR STREET NAMES). SEE ALSO [SECTION 19-2.3.13\(C\), STREET NAMING OR NAME CHANGE](#), AND THE **DESIGN AND SPECIFICATIONS MANUAL** FOR ADDITIONAL INFORMATION. YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.
4. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO PLACING THE APPLICATION ON THE PLANNING COMMISSION AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.
5. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_ SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_

**APPLICANT RESPONSE TO**  
**SECTION 19-2.3.13, STREET NAMING OR NAME CHANGE**

(YOU MAY ATTACH A SEPARATE SHEET)

THE APPLICANT MUST VERIFY THAT THE PROPOSED STREET NAME COMPLIES WITH THE FOLLOWING REQUIREMENTS AS ENUMERATED IN THE **DESIGN AND SPECIFICATIONS MANUAL**:

- \_\_\_ THE PROPOSED STREET NAME DOES NOT DUPLICATE ANOTHER STREET NAME WITHIN THE CITY.
- \_\_\_ THE PROPOSED STREET NAME IS NOT PHONETICALLY SIMILAR TO ANOTHER STREET NAME WITHIN THE CITY (E.G., GAYLE VS GAIL VS GALE).
- \_\_\_ THE PROPOSED STREET NAME DOES NOT INCLUDE PREFIXES SUCH AS: NORTH, SOUTH, EAST, WEST, NEW, OLD, ETC.
- \_\_\_ THE PROPOSED STREET NAME DOES NOT SIMPLY ALTER A CURRENT STREET NAME SUFFIX (ROAD, STREET, LANE, COURT, CIRCLE, ETC.).
- \_\_\_ THE PROPOSED STREET NAME DOES NOT COMBINE OR SEPARATE TWO OR MORE WORDS OF A CURRENT STREET NAME (E.G., OAKLAND AVE. VS OAK LAND AVE., PINECREST AVE. VS PINE CREST AVE, ETC.).
- \_\_\_ THE PROPOSED STREET NAME DOES NOT "SPELL-OUT" A CURRENT NUMBERED STREET NAME (E.G., FIRST VS 1<sup>ST</sup>, ETC.). IF THE PROPOSED STREET NAME CONTAINS A NUMBER, IT MUST BE "SPELLED-OUT".
- \_\_\_ THE PROPOSED STREET NAME DOES NOT EXCEED FIFTEEN (15) CHARACTERS.

THE PLANNING COMMISSION WILL ASSIGN THE APPROPRIATE SUFFIX PURSUANT TO THE STANDARDS ENUMERATED IN THE **DESIGN AND SPECIFICATIONS MANUAL**.

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**APPLICATION FOR CERTIFICATE OF CONFORMITY  
CITY OF GREENVILLE, SOUTH CAROLINA  
APPLICANT/OWNER INFORMATION**

APPLICANT

OWNER

NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

**PERMIT INFORMATION**

PERMIT # \_\_\_\_\_  
 DESCRIPTION OF USE: \_\_\_\_\_  
 \_\_\_\_\_

**INSTRUCTIONS**

1. PLEASE REFER TO [SECTION 19-2.3.14, CERTIFICATE OF CONFORMITY](#), FOR ADDITIONAL INFORMATION.
2. AS A CONDITION PRECEDENT TO CONDUCTING A FINAL INSPECTION AND ISSUING A CERTIFICATE OF CONFORMITY, THE ADMINISTRATOR MAY REQUIRE THE SUBMISSION OF "AS-BUILT" DRAWINGS BY THE DESIGNER TO CONFIRM CONFORMITY WITH THE REQUIREMENTS OF ALL PERMITS AND THE ORDINANCE.
3. IF THIS APPLICATION SERVES AS A REQUEST FOR A "TEMPORARY CERTIFICATE OF CONFORMITY", THE APPLICANT IS REQUIRED TO:
  - a. DEMONSTRATE THAT THE DEVELOPMENT IS SUBSTANTIALLY COMPLETE; AND,
  - b. PROVIDE SURETIES AND GUARANTEES TO THE CITY IN AN AMOUNT CALCULATED TO BE AT LEAST 125% OF THE ESTIMATED COST OF THE OUTSTANDING REQUIRED IMPROVEMENTS.
4. YOU MUST ATTACH AN APPLICATION FEE OF: \$ 50.00 **(MADE PAYABLE TO THE CITY OF GREENVILLE)**.



**CERTIFICATE OF CONFORMITY  
CITY OF GREENVILLE, SOUTH CAROLINA  
APPLICANT/OWNER INFORMATION**

APPLICANT

OWNER

NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

**PERMIT INFORMATION**

PERMIT # \_\_\_\_\_

DESCRIPTION OF USE: \_\_\_\_\_

\_\_\_\_\_

**CONDITIONS AND STIPULATIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PURSUANT TO [SECTION 19-2.3.14, CERTIFICATE OF CONFORMITY](#), THE ADMINISTRATOR HEREBY CERTIFIES THAT THE APPLICANT/OWNER HAS COMPLIED WITH THE PROVISIONS OF THE REFERENCED PERMIT AND THE ORDINANCE AUTHORIZING THE DESCRIBED USE IN EFFECT ON THE DATE OF EXECUTION OF THE CERTIFICATE.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATOR



**TEMPORARY  
CERTIFICATE OF CONFORMITY  
CITY OF GREENVILLE, SOUTH CAROLINA  
APPLICANT/OWNER INFORMATION**

APPLICANT

OWNER

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

**PERMIT INFORMATION**

PERMIT # \_\_\_\_\_

DESCRIPTION OF USE: \_\_\_\_\_

**CONDITIONS AND STIPULATIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURSUANT TO [SECTION 19-2.3.14, CERTIFICATE OF CONFORMITY](#), THE ADMINISTRATOR HEREBY CERTIFIES THAT THE APPLICANT/OWNER HAS COMPLIED WITH MOST OF THE PROVISIONS OF THE REFERENCED PERMIT AND THE ORDINANCE AUTHORIZING THE DESCRIBED USE IN EFFECT ON THE DATE OF EXECUTION OF THE CERTIFICATE AND HAS PROVIDED ADEQUATE SURETIES AND GUARANTEES FOR THE BALANCE OF THE REQUIRED IMPROVEMENTS.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATOR



Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**BOARD OF ZONING APPEALS  
APPLICATION FOR AN APPEAL  
OF AN ADMINISTRATOR'S DECISION OR INTERPRETATION  
CITY OF GREENVILLE, SOUTH CAROLINA**

**APPLICANT/OWNER INFORMATION**

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

**REQUEST**

APPLICABLE CODE SECTION: \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS**

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.

2. THE APPLICANT/OWNER MUST ATTACH A STATEMENT ADDRESSING THE REASONS THAT (S)HE BELIEVES THAT THE ADMINISTRATOR ERRED IN HIS DETERMINATION OR INTERPRETATION OF THE CODE VIS-À-VIS THE SUBJECT PROPERTY.

3. IF APPLICABLE, YOU MUST ATTACH A SCALED DRAWING OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE FOLLOWING: (a) PROPERTY LINES, EXISTING BUILDINGS, AND OTHER RELEVANT SITE IMPROVEMENTS; (b) THE NATURE (AND DIMENSIONS) OF THE DISPUTED ITEM; (c) EXISTING BUILDINGS AND OTHER RELEVANT SITE IMPROVEMENTS ON ADJACENT PROPERTIES; AND, (d) TOPOGRAPHIC, NATURAL FEATURES, ETC. RELEVANT TO THE DISPUTED ITEM.

4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$250.00

5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO PLACING THE APPLICATION ON THE BZA AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

6. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_ SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**PLANNING COMMISSION**  
**APPLICATION FOR AN APPEAL**  
**OF AN ADMINISTRATOR'S DECISION OR INTERPRETATION**  
**CITY OF GREENVILLE, SOUTH CAROLINA**  
APPLICANT/OWNER INFORMATION

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

**REQUEST**

APPLICABLE CODE SECTION: \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS**

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.

2. THE APPLICANT/OWNER MUST ATTACH A STATEMENT ADDRESSING THE REASONS THAT (S)HE BELIEVES THAT THE ADMINISTRATOR ERRED IN HIS DETERMINATION OR INTERPRETATION OF THE CODE VIS-À-VIS THE SUBJECT PROPERTY.

3. IF APPLICABLE, YOU MUST ATTACH A SCALED DRAWING OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE FOLLOWING: (a) PROPERTY LINES, EXISTING BUILDINGS, AND OTHER RELEVANT SITE IMPROVEMENTS; (b) THE NATURE (AND DIMENSIONS) OF THE DISPUTED ITEM; (c) EXISTING BUILDINGS AND OTHER RELEVANT SITE IMPROVEMENTS ON ADJACENT PROPERTIES; AND, (d) TOPOGRAPHIC, NATURAL FEATURES, ETC. RELEVANT TO THE DISPUTED ITEM.

4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$250.00.

5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO PLACING THE APPLICATION ON THE PLANNING COMMISSION AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

6. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_ SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions



## APPLICATION FOR ACCESSORY USE CITY OF GREENVILLE, SOUTH CAROLINA

### APPLICANT/OWNER INFORMATION

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

### PROPERTY INFORMATION

STREET ADDRESS: _____	DEED BOOK/PAGE _____
TAX PARCEL #: _____	ZONING DESIGNATION: _____

### REQUEST

CODE SECTION AUTHORIZING ACCESSORY USE: \_\_\_\_\_

CARETAKER'S RESIDENCE \_\_\_\_\_ HOME OCCUPATION \_\_\_\_\_ DAY CARE HOME \_\_\_\_\_

OTHER \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS**

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE DURING NORMAL BUSINESS HOURS.
  
2. THE APPLICANT/OWNER MUST ACKNOWLEDGE RECEIPT OF THE ATTACHMENT REFLECTING [SECTION 19-4.4.2, GENERAL DEVELOPMENT AND OPERATIONAL STANDARDS](#), AND [SECTION 19-4.4.3, STANDARDS FOR SPECIFIC ACCESSORY USES AND STRUCTURES](#).
  
3. IF THE PROPOSED ACCESSORY USE INCLUDES SITE MODIFICATIONS OR NEW CONSTRUCTION, YOU MUST COMPLETE AN APPLICATION FOR A SITE PLAN PERMIT TO WHICH YOU MUST ATTACH A SCALED DRAWING OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE FOLLOWING: (a) PROPERTY LINES, EXISTING BUILDINGS, AND OTHER RELEVANT SITE IMPROVEMENTS; (b) THE NATURE (AND DIMENSIONS) OF THE PROPOSED DEVELOPMENT (ACTIVITY); (c) EXISTING BUILDINGS AND OTHER RELEVANT SITE IMPROVEMENTS ON ADJACENT PROPERTIES; AND, (d) TOPOGRAPHIC, NATURAL FEATURES, ETC. RELEVANT TO THE REQUESTED ACCESSORY USE.
  
4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$ 50.00.
  
5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO ROUTING THE APPLICATION FOR REVIEW. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

**APPLICANT/OWNER ACKNOWLEDGEMENT**

I HEREBY ACKNOWLEDGE RECEIPT OF THE ATTACHMENT TO THE APPLICATION FOR ACCESSORY USE REFERENCING [SECTION 19-4.4.2, GENERAL DEVELOPMENT AND OPERATIONAL STANDARDS](#) AND [SECTION 19-4.4.3, STANDARDS FOR SPECIFIC ACCESSORY USES AND STRUCTURES](#).

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT/OWNER

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

## **19-4.1 ACCESSORY USES AND STRUCTURES**

### **19-4.1.1 Purpose**

This section authorizes the establishment of accessory uses and structures that are: incidental; customarily associated with; and, subordinate to principal uses. The City's intent is to allow a broad range of accessory uses provided such uses are: located on the same lot as the principal use; and, comply with the performance criteria set forth in this section.

### **19-4.1.2 General Development and Operational Standards**

#### **(A) Compliance with Ordinance Requirements**

All accessory uses, structures, and activities shall be subject to the applicable general, dimensional, operational, and use-specific regulations set forth in this Ordinance including the regulations that apply to the associated principal use. In case of any conflict between the accessory use/structure standards of this section and any other requirement of this Ordinance, the standards of this section shall control.

#### **(B) Time of Establishment**

No accessory use or structure shall be permitted on the subject lot until after the principal structure is permitted.

#### **(C) General Conditions**

All accessory uses and structures shall:

- (1) Be clearly incidental and customarily associated with the principal use; and,
- (2) Not involve the conduct of trade on the premises; and,
- (3) Be located and conducted on the same lot as the permitted principal use or structure; and,
- (4) Be operated and maintained under the same ownership as the permitted principal use.

#### **(D) Location of Accessory Structures**

Unless otherwise specified, all accessory structures shall comply with the following general location requirements:

- (1) An accessory structure may be located only in the side or rear yards of the principal building.
- (2) Accessory structures shall be located at least ten feet from any principal or other accessory structure.
- (3) No accessory structure shall be located within any platted or recorded easement or over any utility.

#### **(E) Maximum Height**

The maximum allowed height for an accessory structure located at the setback shall be 20 feet; the maximum height may be increased one (1) foot for each three (3) feet of increase in setback beyond the minimum to a maximum height of 25 feet. In no case shall an accessory structure be taller than the associated principal structure.

**(F) Maximum Floor Area**

**(1) Accessory to Residential Uses**

The maximum floor area of all structures accessory to residential uses shall not exceed 50 percent of the total floor area of the principal structure.

**(2) Accessory to Non-Residential Uses**

The maximum floor area of all structures accessory to non-residential uses shall not exceed ten percent of the lot area on which the permitted principal use is located.

**(G) Residential Occupancy**

No accessory structure shall be used for a residence except as authorized by the decision-making body to be occupied by resident caretakers.

**(H) Approval of Accessory Uses and Structures**

Unless otherwise specified, an accessory use or accessory structure shall be treated as a permitted use in the district in which it is located. An accessory use or structure may be approved in conjunction with approval of the principal use or structure.

**(I) Temporary Accessory Uses and Structures**

Temporary accessory uses and structures shall be governed by the standards and temporary use permit procedures set forth in Sections 19-2.3.11 and 19-4.5 of this Ordinance.

**19-4.1.3 Standards for Specific Accessory Uses and Structures**

**(A) Unlisted Accessory Uses or Structures**

Accessory uses and structures not listed in this Section 19-4.4.3 may still be permitted subject to compliance with the general development and operational standards of subsection 19-4.4.2 above.

**(B) Caretaker's Residence**

Caretaker's residences are permitted as an accessory use in the OD, C-3, S-1, and I-1 districts, subject to compliance with the following standards:

- (1) Residential occupation of the premises shall be specifically required because of the nature of the principal use of the property or for the safekeeping of the property; and,
- (2) The caretaker's residence shall be located on the same premises with the principal use for which it is required; and,
- (3) There shall be no more than one caretaker's residence on the property and it shall be occupied only by owners or employees of the use for which it is required; and,
- (4) The caretaker's residence shall be constructed so that the exterior of the premises provides a development style consistent with the principal structure.



**(C) Home Occupations**

A Home Occupation Permit may be issued subject to the following standards:

**(1) Where Allowed**

The home occupation shall be operated entirely within the dwelling unit or a related accessory building and only by the person or persons maintaining a dwelling unit on the lot.

**(2) Area**

The combined floor area of a home occupation shall not exceed 25 percent of the floor area of the principal structure.

**(3) Employees**

A home occupation may employ no more than one person who is not a resident in the applicant's home.

**(4) Operational Requirements**

- (a) The home occupation shall not involve the retail sale of merchandise except for products related directly to services performed.
- (b) No merchandise shall be displayed in such a manner as to be visible from off the premises.
- (c) No outdoor storage shall be allowed in connection with any home occupation.
- (d) No alteration of the residential character of the premises may be made and the hours and the manner in which the home occupation is conducted shall not be allowed to create a nuisance or disturbance.

**(5) Signs**

Signs relating to home occupations shall be allowed only as provided by Section 19-6.6, *Sign Regulations*.

**(6) Parking**

Off-street parking shall be provided in accordance with the requirements of Section 19-6.1, *Off-Street Parking and Loading*.

**(7) Prohibited Home Occupations**

The following uses are prohibited as home occupations:

- (a) Landscaping business, other than office use;
- (b) Commercial greenhouse;
- (c) Contractor's business, other than office use;
- (d) Beauty salon or barber shop;
- (e) Automotive repair;
- (f) Furniture repair or cabinet shop;
- (g) Physician's or chiropractor's clinic.

**(D) Garages, Carports, and Off-Street Parking Areas**

In residential districts, such uses shall serve only the residents of the property and shall not be used for any purpose other than an approved home occupation.

**(E) Display, Sale, and Repair of Motor Vehicles in All Zoning Districts**

The following activities are prohibited in all zoning districts:

- (1) The display and sale of passenger vehicle(s) except for approved Auto Sales businesses that comply with all requirements of this Ordinance.
- (2) With the exception of Vehicle Sales and Services establishments, the repair of more than one vehicle owned by a person residing at the location of the activity. Repair includes: engine, body, or other repair; or, painting.
- (3) Storage outside of a substantially enclosed structure of any motor vehicle that is neither licensed nor operational.

**(F) Day Care Homes**

Day Care Homes (see Section 19-11, *Definitions*) shall comply with the requirements of the State of South Carolina and Section 19-4.4.3(C), *Home Occupations*.

**19-6.1.10 Use of Required Off-Street Parking Areas**

**(G) General**

Required off-street parking areas shall be used solely for the parking of licensed, motor vehicles in operating condition. Required spaces may not be used for the display of goods for sale or lease or for long-term storage of vehicles, boats, or building materials, except as expressly allowed in this section.

**(H) Parking of Commercial Vehicles in Residential Districts**

Excluding a school or church bus being used for its intended purpose, only one commercial vehicle shall be permitted per family within a residential district. Oversized vehicles or vehicles used for hauling explosives, gasoline or liquefied petroleum shall not be parked or stored in a residential district.

**(I) Parking of Recreational Vehicles in Residential Zones**

Not more than one recreational vehicle per dwelling may be parked or stored on a lot in any residential zone and shall be located to the side or rear of the building on the lot on which the vehicle is located and shall not be located closer to the street than any adjoining residential structure.



## **INSTRUCTIONS**

1. PURSUANT TO [SECTION 19-2.2.15, WAIVER OF TIME LIMIT FOR DISAPPROVED APPLICATIONS](#), IF AN APPLICATION FOR WHICH A PUBLIC HEARING IS REQUIRED IS DENIED BY THE DECISION-MAKING BODY, AN APPLICATION OF THE SAME TYPE FOR ALL OR A PORTION OF THE SITE MAY NOT BE CONSIDERED FOR A PERIOD OF ONE (1) YEAR AFTER THE DATE OF DISAPPROVAL UNLESS A "WAIVER OF TIME LIMIT" IS APPROVED BY THE DECISION-MAKING BODY PURSUANT TO THE PROVISIONS OF SECTION 19-2.2.15. THIS APPLICATION MUST BE SUBMITTED TO THE APPROPRIATE ADMINISTRATOR TO INITIATE A REQUEST FOR THE WAIVER.

2. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.

3. THE APPLICANT/OWNER MUST RESPOND TO THE "STANDARDS" QUESTIONS ON PAGE 2 OF THIS APPLICATION (YOU MUST ANSWER "WHY" YOU BELIEVE THE APPLICATION MEETS THE TESTS FOR GRANTING THE WAIVER). SEE ALSO [SECTION 19-2.2.15\(D\), STANDARDS](#), FOR ADDITIONAL INFORMATION. YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.

4. YOU MUST ATTACH ALL INFORMATION NECESSARY TO SUPPORT YOUR RESPONSES TO THE "STANDARDS" QUESTIONS.

5. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: ONE-HALF OF ORIGINAL APPLICATION FEE, NOT TO EXCEED \$200.00.

6. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO [SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY](#), PRIOR TO PLACING THE APPLICATION ON THE PLANNING COMMISSION AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.

7. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_ SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

\_\_\_\_\_

**APPLICANT RESPONSE TO**  
**SECTION 19-2.2.15(D), STANDARDS**

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THERE IS SUBSTANTIAL CHANGE IN CIRCUMSTANCES RELEVANT TO THE ISSUES AND/OR FACTS CONSIDERED DURING REVIEW OF THE APPLICATION THAT MIGHT REASONABLY AFFECT THE DECISION-MAKING BODY'S APPLICATION OF THE RELEVANT REVIEW STANDARDS TO THE DEVELOPMENT PROPOSED IN THE APPLICATION.

---

---

---

---

---

---

---

---

---

---

---

---

**OR**

2. PROVIDE NEW OR ADDITIONAL INFORMATION THAT WAS NOT AVAILABLE AT THE TIME OF THE ORIGINAL REVIEW THAT MIGHT REASONABLY AFFECT THE DECISION-MAKING BODY'S APPLICATION OF THE RELEVANT REVIEW STANDARDS TO THE DEVELOPMENT PROPOSED.

---

---

---

---

---

---

---

---

---

---

---

---

**OR**

3. PROVIDE A NEW APPLICATION THAT IS MATERIALLY DIFFERENT FROM THE PRIOR APPLICATION.

---

---

**OR**

4. DESCRIBE THE WAYS IN WHICH THE ORIGINAL FINAL DECISION ON THE APPLICATION WAS BASED ON A MATERIAL MISTAKE OF FACT.

---

---

---

---

---

---

---

---

---

---

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



## PETITION FOR ANNEXATION CITY OF GREENVILLE, SOUTH CAROLINA

### APPLICANT/OWNER INFORMATION

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

### PROPERTY INFORMATION

TYPE OF PETITION \_\_\_\_ (100%)      \_\_\_\_ (75%)      \_\_\_\_ (25%)

STREET ADDRESS: \_\_\_\_\_ ACREAGE \_\_\_\_\_

DEED BOOK/PAGE \_\_\_\_\_ TAX PARCEL #: \_\_\_\_\_

WATER DISTRICT \_\_\_\_\_ SEWER DISTRICT \_\_\_\_\_

FIRE DISTRICT \_\_\_\_\_

## **INSTRUCTIONS**

1. IF THE APPLICATION INCLUDES MORE THAN ONE (1) PARCEL AND/OR MORE THAN ONE (1) OWNER, THE APPLICANT MUST PROVIDE THE APPROPRIATE DEED BOOK/PAGE REFERENCES, TAX PARCEL NUMBERS, AND OWNER SIGNATURES AS AN ATTACHMENT.
  
2. THE APPLICATION AND ATTACHMENTS MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.
  
3. THE APPLICATION MUST BE ACCOMPANIED BY A SURVEY SUITABLE FOR RECORDING AT THE GREENVILLE COUNTY REGISTRY OF DEEDS CONSISTENT WITH THE REQUIREMENTS OF **APPENDIX 'i'** AND A LEGAL DESCRIPTION (COURSES AND DISTANCES) PREPARED BY A SOUTH CAROLINA REGISTERED LAND SURVEYOR AND/OR ENGINEER . **PLEASE VERIFY THAT ALL REQUIRED INFORMATION IS REFLECTED ON THE PLAT.**
  
4. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO **SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY**, PRIOR TO PLACING THE APPLICATION ON THE PLANNING COMMISSION AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES.
  
5. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

\_\_\_\_\_ SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

---



**APPENDIX 'B'**  
**CITY STAFF REVIEW TEAM MEMBERSHIP**

Annexation Coordinator  
City Attorney  
City Engineer  
City Traffic Engineer  
Community Development  
DPW  
    Administration  
    Urban Designer  
    Landscape Architect  
Economic Development  
Environmental Program Manager  
Fire Administration  
General Services  
Geographic Information Systems  
Planning and Development  
Police Administration

**APPENDIX 'C'**  
**FORMAT AND CONTENT REQUIREMENTS**  
**FINAL DEVELOPMENT PLANS AND AGREEMENTS**

Pursuant to [Section 19-2.3.3\(E\), Planned Development District – Final PD Plan](#), the Administrator shall review and take action for approval of a Final PD Plan. No Building or other Permit shall be issued authorizing the development, use, or occupancy of a parcel of land in a Planned Development District until the Administrator has approved, and the Owner has recorded in the Greenville County Registry of Deeds, a Final Development Plan (FDP) reflecting development consistent with the Plan and Agreement approved by the Planning Commission and City Council as well as the standards of the Zoning Ordinance and the *Design and Specifications Manual*.

Two (2) paper copies and a PDF file of the FDP shall be attached to the Application for FDP Approval and submitted to the Administrator with the required Fee (**made payable to the city of Greenville**). The Plan shall be drawn at a scale sufficient to distinguish the information required by the Ordinance and this Manual; pages shall not exceed 24" x 36". At a minimum, the Plan shall reflect the following information:

1. Vicinity map, title block, scale, north arrow, legend, and all property lines (reflecting courses and distances).
2. Names and locations of all existing and proposed public and private streets abutting the property or within 100' of the property.
3. Location of all existing and proposed easements transecting, or adjacent to, the property.
4. Location of all streams, ponds, wetlands, drainage ditches, and other watercourses as well as the location of any Regulatory Floodway or Floodplain.
5. Location of all trees as required by [Section 19-6.3.2\(A\), Tree Inventory Required](#) and Appendix 'E' of this Manual.
6. Location of all existing man-made features on the property (parking and circulation areas, utilities, fire hydrants, buildings, lighting, etc.).
7. Location, use and arrangement of all proposed buildings, signs, and structures (Residential Buildings shall reflect number and type of units as well as number of bedrooms – Nonresidential Buildings shall reflect floor area and use).
8. Interior and exterior setbacks (buildings-to-buildings and buildings-to-property lines);
9. Location and design of all proposed lighting fixtures pursuant to the requirements of [Section 19-6.4, Exterior Lighting](#).
10. Location and design of improvements for all proposed open space and recreation areas.

11. Location, layout, and dimensions of all vehicular and pedestrian circulation areas, parking, loading, and service areas, etc. (including sidewalks, dumpster pads, bicycle paths, etc.).
12. Conformance with the requirements of [Section 19-2.3.13\(B\), Grading Permit](#), or confirmation from the Grading Permit Administrator that an Application has been submitted.

The Administrator is authorized to require the Plan to reflect additional information as may be appropriate to enable the Administrator to ensure compliance with all applicable City ordinances, regulations, and standards.

Pursuant to [Section 19-2.3.3\(D\)\(4\), Planned Development Agreement](#), adoption of a Planned Development District and Ordinance requires the execution of a Planned Development Agreement binding the development to any conditions placed in the adopting Ordinance and PD Plan. This Agreement shall be recorded in the Greenville County Registry of Deeds along with the adopting Ordinance and Plan and shall run with the land, consistent with the provisions of [Section 19-2.2.14, Lapse of Approval/Vested Rights](#). The Agreement shall specify the development regulations for the land inclusive of, but not necessarily limited to, the following:

- Project Phasing
- Design Requirements, including:
  - Off-Street Parking and Loading
  - Landscaping, Buffering, and Screening
  - Tree Protection
  - Exterior Lighting
  - Design Standards for Non-Residential Development
  - Sign Regulations
  - Streets and Utilities
- Open Space Preservation and Development
- Public Facility Improvements and Phasing

**APPENDIX D'**  
**DELEGATION OF PROJECTS REVIEW AUTHORITY**  
**DPC TO ADMINISTRATOR**

Pursuant to [Section 19-2.3.8, Certificate of Appropriateness – Administrator](#), the DPC may delegate the review of certain types of Applications for Certificates of Appropriateness to the Administrator. The following types of Certificates were delegated to the Administrator by the DPC on October 7, 2004:

1. Demolition of any building less than fifty (50) years old located in the C-4, Central Business District;
2. All buildings being relocated with the exception of buildings located within, or being relocated to, a PO Preservation District;
3. Within the C-4, Central Business District, and after consultation with the Commission Chairperson or Vice-Chairperson, the installation of roof gardens, decks, and accessory structures which cannot be viewed from street level;
4. With the exception of additions to buildings located within the C-4, Central Business District, or West End Preservation Overlay District, any building addition which does not exceed 25% of the existing building footprint; and,
5. After consultation with the Commission Chairperson or Vice-Chairperson, minor modifications to a Certificate of Appropriateness resulting from the discovery of a problem during construction/renovation which does not substantially alter the character of a project as approved by the DPC.

**APPENDIX 'E'**  
**FORMAT AND CONTENT REQUIREMENTS**  
**TREE PLAN, PROTECTION AND REPLACEMENT**

**SECTION 1: Tree Inventory**

Pursuant to [Section 19-6.3.2 \(A\), Tree Inventory Required](#), a tree inventory shall be completed as part of an application for a final development plan, site plan permit, and grading permit. This inventory shall be in the following form:

1. An accurately measured tree survey to be undertaken and prepared by a registered land surveyor or as approved by the administrator. The survey should, at a minimum, contain the following:
  - (A) The location of all trees.
  - (B) Other relevant features, such as streams, buildings and other structures, and significant boundary features.
  - (C) To be determined by the project designer, the approximate location of trees on land adjacent to the development site whose critical root zone extends onto the subject site.
2. The tree survey shall have an accuracy of plus or minus three (3) feet and shall overlay the site plan or plat at the same scale; it shall locate all heritage trees, historic trees, and any tree(s) ten (10) inches or greater in diameter. Likewise, this survey must depict any trees being saved and applied as part of the credit unit total (trees in this category shall have a minimum diameter at breast height (DBH) of three (3) inches. The diameter of trees shall be measured 4 1/2 feet above finished grade. Dead or diseased trees shall be identified, where possible.
3. Multi-stem or groups of trees located in close proximity (within five feet of each other) may be designated as a clump of trees with the predominant species being calculated by adding the diameter of each trunk at DBH and then dividing by the number of trunks that were added together.
4. Tree Protection Plan shall be shown on tree survey or as an overlay to the site plan or plot at the same scale and shall include the following.
  - (A) Trees selected for retention (marked in a manner showing retention);
  - (B) Trees to be removed (marked in a manner to dictate removal);
  - (C) The precise location for the erection of protective barriers and any other relevant physical protection;
  - (D) The Tree Protection Zone (TPZ) fencing (marked as a hatched polygon). As shown on the tree protection fence detail from City of Greenville;
  - (E) The critical root zone of trees being protected;
  - (F) Any proposed structure that results in modifying existing site conditions must be marked on tree protection plan documents. Examples of this would be structures such as buildings, driveways, irrigation, walkways, and underground utility lines.;

(G) Typical Details provided by the City of Greenville.

5. Market price per 4" caliper Heritage or Historic Tree replacement is \$400 and shall be paid to the City of Greenville's Tree Foundation at 864-467-4350.

Pursuant to [Section 19-6.3.2 \(B\), Tree Protection and Replacement](#), all properties subject to the Section shall maintain a tree density of 15 tree credit units per acre excluding building footprint and athletic fields and courts (or pro rata portion). To that end, a landscape plan shall accompany the required inventory reflecting the manner in which the applicant intends to meet this objective via the retention, or installation, of trees meeting the requirements of the Ordinance and this Manual. Planted, replanted, or replaced trees shall have a minimum diameter of three (3) inches.

**SECTION 2: Tree Credits**

The following Tables shall apply:

**TABLE A. TREES SAVED:  
CONVERSION FROM TREE DIAMETER IN INCHES TO TREE DENSITY UNITS FOR  
TREES REMAINING ON SITE**

Diameter at Breast Height (inches)	Units	Diameter at Breast Height (inches)	Units
3	1.1	27	7.7
4	1.3	28	8.0
5	1.5	29	8.25
6	1.8	30	8.5
7	2.0	31	8.8
8	2.25	32	9.1
9	2.5	33	9.4
10	2.8	34	9.7
11	3.1	35	10.0
12	3.4	36	10.25
13	3.7	37	10.5
14	4.0	38	10.8
15	4.25	39	11.1
16	4.5	40	11.4
17	4.8	41	11.7
18	5.1	42	12.0
19	5.4	43	12.25

20	5.7	44	12.5
21	6.0	45	12.8
22	6.25	46	13.1
23	6.5	47	13.4
24	6.8	48	13.7
25	7.1	49	14.0
26	7.4	>50	14.25

**TABLE B. TREES PLANTED, REPLANTED, OR REPLACED:  
CONVERSION FROM TREE DIAMETER IN INCHES TO TREE DENSITY UNITS FOR  
PROPOSED NEW TREES**

Caliper (inches)	Existing Units
(Understory or Ornamental Trees Only)	0.75
3	0.9
4	1.1
5	1.3
6	1.5
7	1.8
8	2.0
9	2.25
10	2.5
11	2.8
12	3.1
13	3.4
14	3.7

**Example 1:** One acre must be planted after the building footprint is excluded.

The developer saves:

4 ea. 10" diameter trees worth 2.8 credits = 11.2 credits.

1 ea. 16" diameter tree worth 4.5 credits = 4.5 credits.

Total credits: 15.7

The site has met the 15 required credits by preserving (5) five existing trees on the property after the development is complete. No new trees are required to be planted.

**Example 2:** One acre must be planted after the building footprint is excluded.

The developer saves:

3 ea. 3" diameter trees worth 1.1 credits = 3.3 credits.

1 ea. 16" diameter tree worth 4.5 credits = 4.5 credits.

The developer plants:

5 ea. 3" diameter trees worth .9 credits = 4.5 credits.

3 ea. 4" diameter trees worth 1.1 credits = 3.3 credits.

Total credits: 15.6

The site has (12) twelve trees, 4 existing and 8 new, on the acre after the development is complete.

**TABLE C. ACCEPTABLE SHADE TREE SPECIES**

The administrator reserves the right to accept additional species that are not listed below

\* Denotes Native Species

Native species are preferred because they are best for our soils and climate, attract a variety of wildlife, provide food and shelter for many species, require less care and watering, thrive with less fertilizer and disease control.

Common Name	Botanical Name
Ash, Green*	Fraxinus pennsylvanica
Ash, Green Georgia Gem*	Fraxinus pennsylvanica 'Oconee'
Ash, Green Patmore*	Fraxinus pennsylvanica 'Patmore'
Ash, Green Urbanite*	Fraxinus pennsylvanica 'Urbanite'
Ash, White*	Fraxinus americana
Blackgum*	Nyssa sylvatica
Chinese Pistache	Pistacia chinensis
Elm, Allee	Ulmus parvifolia 'Emer II'
Elm, Athena	Ulmus parvifolia 'Emer I'
Elm, Bosque	Ulmus parvifolia 'UPMTF'
Elm, Drake	Ulmus parvifolia 'Drake Chinese Elm'
Elm, Lacebark	Ulmus parvifolia 'Chinese Lacebark Elm'
Elm, Princeton*	Ulmus americana 'Princeton'
Elm, Slippery *	Ulmus rubra
Elm, Winged	Ulmus alata
Fort McNair Red Horse Chestnut	Aesculus x carnea 'Fort McNair'
Ginkgo, Male Only	Ginkgo biloba
Hackberry*	Celtis occidentalis
Kentucky Coffeetree	Gymnocladus dioicus
Linden, Littleleaf Greenspire	Tilia cordata



Maple, Autumn Blaze	<i>Acer x freemanii</i> 'Jeffers Red'
Maple, Red Autumn Flame*	<i>Acer rubrum</i> Autumn Flame
Maple, Red October Glory*	<i>Acer rubrum</i> October Glory
Maple, Red Sunset *	<i>Acer rubrum</i> 'Franksred'
Maple, Sugar	<i>Acer saccharum</i> 'Northern Sugar Maple'
Maple, Sugar Green Mountain	<i>Acer saccharum</i> 'Green Mountain'
Maple, Sugar Legacy	<i>Acer saccharum</i> 'Legacy'
Oak, Swamp White	<i>Quercus bicolor</i>
Oak, Darlington Laurel	<i>Quercus hemisphaerica</i> 'Darlington'
Oak, Live*	<i>Quercus virginiana</i>
Oak, Northern Red*	<i>Quercus rubra</i>
Oak, Nuttall	<i>Quercus nuttalli</i>
Oak, Overcup*	<i>Quercus lyrata</i>
Oak, Pin	<i>Quercus palustris</i>
Oak, Sawtooth	<i>Quercus acutissima</i>
Oak, Scarlett *	<i>Quercus coccinea</i>
Oak, Shumard *	<i>Quercus shumardii</i>
Oak, White*	<i>Quercus alba</i>
Oak, Willow *	<i>Quercus phellos</i>
Oak, Willow Hightower*	<i>Quercus phellos</i> 'QPSTA'
Oak, Willow Wynstar*	<i>Quercus phellos</i> 'QPMTF'
Pistachio, Chinese	<i>Pistachia chinensis</i>
Planetree, London Bloodgood	<i>Platanus x acerifolia</i> 'Bloodgood'
Plantetree, London Yarwood	<i>Platanus x acerifolia</i> 'Yarwood'
River Birch*	<i>Betula Nigra</i>
Sycamore*	<i>Platanus occidentalis</i>
Sourwood*	<i>Oxydendrum arboreum</i>
Tulip Poplar*	<i>Liriodendron tulipifera</i>
Yellowwood	<i>Cladrastis kentukea</i>
Zelkova, Green Vase	<i>Zelkova serrata</i> 'Green Vase'
Zelkova, Myrimar	<i>Zelkova serrata</i> 'ZSFKF'
Zelkova, Village Green	<i>Zelkova serrata</i> 'Village Green'

**TABLE D. ACCEPTABLE ONAMENTAL OR UNDERSTORY STREET TREE SPECIES**

The administrator reserves the right to accept additional species that are not listed below.

To be accepted as a ornamental or understory street tree the plant must be properly pruned and maintained in a tree like form.

· Denotes Native Species

Native species are preferred because they are best for our soils and climate, attract a variety of wildlife, provide food and shelter for many species, require less care and watering, thrive with less fertilizer and disease control.

Common Name	Botanical Name
American Hornbeam *	<i>Carpinus caroliniana</i>
Cherry, Dreamcatcher	<i>Prunus</i> 'Dream Catcher'
Cherry, Okame	<i>Prunus</i> x 'Okame'
Cherry, Pink Autumn	<i>Prunus subhirtella</i> 'Autumnalis Rosea'
Crape Myrtle	<i>Lagerstroemia indica</i>
Dogwood, Flowering*	<i>Cornus florida</i>
Dogwood, Kousa	<i>Cornus kousa</i>
Dogwood, Pink Flowering*	<i>Cornus florida rubra</i>
Fringetree*	<i>Chionanthus virginicus</i>
Fringetree, Chinese	<i>Chionanthus retusus</i>
Fosters Holly	<i>Ilex</i> x <i>attenuata</i> 'Fosteri'
Burford Holly	<i>Ilex cornuta</i> 'Burfordii'
Holly, Emily Bruner, 'Tree Form'	<i>Ilex</i> x 'Emily Bruner'
Holly, East Palatka, 'Tree Form'	<i>Ilex</i> x <i>attenuate</i> 'East Palatka'
Holly, Foster No. 2, 'Tree Form'	<i>Ilex</i> x <i>attenuata</i> 'Foster No. 2'
Yaupon Holly*	<i>Ilex vomitoria</i>
Magnolia, Saucer	<i>Magnolia</i> x <i>soulangiana</i>
Magnolia, Star	<i>Magnolia stellata</i>
Sweetbay Magnolia	<i>Magnolia virginiana</i>
Maple, Trident	<i>Acer buergeranum</i>
Plum, Purpleleaf	<i>Prunus cerasifera</i>
Plum, Thundercloud	<i>Prunus cerasifera</i> 'Thundercloud'
Redbud, Eastern*	<i>Cercis canadensis</i>

Redbud, Eastern White *	<i>Cercis canadensis</i> var. <i>alba</i>
Redbud, 'Forest Pansy' *	<i>Cercis canadensis</i> 'Forest Pansy'
Redbud, Mexican	<i>Cercis mexicana</i>
Redbud, Oklahoma	<i>Cercis reniformis</i> 'Oklahoma'
Redbud, Texas White	<i>Cercis reniformis</i> 'Texas White'
Smoketree	<i>Cotinus coggygria</i>
Snowbell, Japanese	<i>Styrax japonica</i>
Witch Hazel*	<i>Hamamelis virginiana</i>

**TABLE E. ACCEPTABLE EVERGREEN SCREEN/BUFFER TREE SPECIES**

The administrator reserves the right to accept additional species that are not listed below.

\* Denotes Native Species

Native species are preferred because they are best for our soils and climate, attract a variety of wildlife, provide food and shelter for many species, require less care and watering, thrive with less fertilizer and disease control.

Deodar Cedar	<i>Cedrus deodara</i>
Italian Cypress	<i>Cupressus sempervirens</i>
Eastern Redcedar*	<i>Juniperus Virginiana</i>
American Holly (cultivar)*	<i>Ilex Opaca</i> "Varied Cultivars"
Southern Magnolia*	<i>Magnolia grandifolia</i>
Loblolly Pine*	<i>Pinus Taeda</i>
Virginia Pine*	<i>Pinus Virginiana</i>
Canadian Hemlock	<i>Tsuga Canadensis</i>
Japanese-Cedar	<i>Cryptomeria japonica</i>
American Arborvitae	<i>Thuja occidentalis</i>
Fosters Holly	<i>Ilex x attenuata</i> 'Fosteri'
Burford Holly	<i>Ilex cornuta</i> 'Burfordii'
Nellie R. Stevens Holly	<i>Ilex x</i> 'Nellie R. Stevens'
Yaupon Holly*	<i>Ilex vomitoria</i>
Hollywood Juniper	<i>Junipers chinesis</i>
Waxy Leaf Ligustrum	<i>Ligustrum japonicum</i>
Chinese Fringe Flower	<i>Loropetalum chinense</i>
Magnolia, 'Little Gem'*	<i>Magnolia grandiflora</i>

Star Magnolia	Magnolia stellata
Sweetbay Magnolia	Magnolia virginiana
Wax Myrtle*	Myrica cerifera
Chinese Evergreen Oak	Quercus myrsinifolia
Spruce Pine*	Pinus glabra
Carolina Cherry Laurel*	Prunus caroliniana
Tea Olive	Osmanthus fragrans
White Pine	Pinus Stobus

**TABLE F. PROHIBITED TREE**

Species	Reason
Ailanthus	Invasive, weak wood, littersome
Black locust	Weak wood, pests
Box elder	Weak wood, <u>pests</u>
Bradford Pear	Weak wood
Chinaberry	Weak wood, littersome
Female ginkgo	Littersome, smelly fruit pods
Mimosa	Invasive, weak wood
Morus spp.	Weak wood, littersome, invasive
Poplar spp.	Weak wood, pests
Silver maple	Weak wood
Siberian elm	Weak wood

**Prohibited Plant Lists**

Species that are listed within the following documents are prohibited from use.

1. "Invasive Plant Pest Species of South Carolina." Clemson Extension.  
<http://www.clemson.edu/psapublishing/PAGES/FORESTRY/ForLf28.pdf>
2. "Roadside Plants to Avoid." SCDOT.  
[http://www.scdot.org/community/pdfs/plants\\_to\\_avoid.pdf](http://www.scdot.org/community/pdfs/plants_to_avoid.pdf)
3. "South Carolina EPPC List."  
<http://www.clemson.edu/psapublishing/PAGES/FORESTRY/ForLf28.pdf>
4. "Prohibited Plant List for the South Carolina Upstate Region"  
<http://www.greenstepschools.com/greensteps/pdf/UPSTATE%20SC%20-%20Prohibited%20Plant%20List%20-%20FINAL%20Update%207-10-9.pdf>

### **SECTION 3: Typical Details and Checklists**

1. The following typical details, tables, and calculation are to be included in all landscape plan submissions. Visit <http://www.greenvillesc.gov/PlanningZoning/> for downloadable versions.
  - a. Tree Protection Details
    - i. Tree Protection Fencing Signs available for purchase at the City's Planning and Development Office at City Hall.
  - b. Tree Planting and Staking Details
  - c. Shrub Planting Detail
  - d. Interior Parking Lot Landscaping Table
  - e. Tree Credit Table
  - f. Typical Plant Schedule
  
2. Landscape Ordinance Plan Review Checklist
  - a. The City of Greenville has developed a landscape plan review checklist to assist city staff reviewers in the permitting process. This checklist has been made available to the general public as information only and is not required to be submitted with permit application.

**APPENDIX 'F'**  
**FORMAT AND CONTENT REQUIREMENTS**  
**SUBDIVISION PLATS (LAND DEVELOPMENT PERMITS)**

Pursuant to **Section 19-2.3.13, Land Development**, an applicant proposing to divide a parcel of land into two (2) or more lots for the purpose of sale or development shall submit a plan to the Administrator for review and appropriate action.

In the case of a Minor Subdivision (dividing a parcel into no more than two lots without improvements proposed to be offered for dedication to the City of Greenville), an applicant shall submit a Final Plat to the Administrator for his review and approval. The Plat shall reflect the information required of a Final Plat reflected below and any other information required by the Greenville County Registry of Deeds.

In the case of a Major Subdivision (dividing a parcel into three or more lots – or two lots with improvements proposed to be offered for dedication to the City of Greenville), an applicant shall submit a Preliminary Plat to the Administrator for his review pursuant to Section 19-2.3.13 (A)(5)(c), Preliminary Plat. Pursuant to Section 19-2.2.6, Determination of Sufficiency, the Administrator shall review, prepare a staff report, and schedule (as appropriate) the Preliminary Plat for the consideration and action of the Planning Commission. The Preliminary Plat shall conform to, and reflect, the following:

**Preliminary Plat Requirements**

1. Six (6) paper copies, not to exceed a size of 27" x 22", and one PDF.
2. Proposed name of subdivision and streets.
3. Name, address, and telephone of record owner and subdivider
4. Tax map references for parcels being divided.
5. Record owner names and tax map references of all contiguous and adjacent parcels.
6. Date of survey, north arrow (and reference), graphic scale (not less than 1"=200'), data source, date of plat drawing.
7. Location sketch (not less than 1"=2,000'), illustrating the relationship of the property proposed for division with adjoining property and streets within 1,000' of the perimeter of the property.
8. Courses and distances of all exterior boundary lines of the subdivision.
9. Total area of land being divided and approximate lot widths and areas of all proposed lots being created.
10. Location of any incorporated area or district boundary within, or adjoining, the proposed subdivision.

11. Location of all existing and proposed legal features within, and adjoining, the proposed subdivision including:
  - a) street rights-of-way
  - b) lots
  - c) lot lines
  - d) building lines (building envelopes/setbacks)
  - e) easements
  - f) areas proposed for public use
12. Location of any proposed phase line(s).
13. Location of all existing physical features within, and adjoining, the proposed subdivision including structures, freestanding signs, etc.
14. Location of all existing natural features within, and adjoining, the proposed subdivision (watercourses, marshes, floodplains, wooded areas, etc.). Watercourses shall reflect the direction of flow and, for watercourses flowing onto the proposed subdivision, the drainage area above the point of entry.
15. Location and size of all existing and proposed improvements within, and adjoining, the proposed subdivision including:
  - a) streets
  - b) curb and gutter
  - c) sidewalks and curb lawns
  - d) bridges
  - e) sanitary sewerage
  - f) water
  - g) storm drainage (with inverts)
  - h) detention/retention systems
  - i) gas lines
  - j) fire hydrants
  - k) electric, cable, and telephone lines (and poles)
  - l) streetlights
  - m) recreation/open space areas
16. Contour lines and elevation data based on sea level data within, and adjoining, the proposed subdivision at intervals not to exceed five (5) feet (source specified).

Upon fulfillment of the conditions of Preliminary Plat Approval and, after installation (or bonding) of the required improvements, an applicant shall submit an application for Final Plat Approval to the Administrator pursuant to the requirements of [Section 19-2.3.13 \(A\)\(5\)\(e\), Final Plat](#). The Administrator shall review the plat for conformance with the Ordinance, the Preliminary Plat, and the following requirements and, if found conforming, he shall endorse the Final Plat in behalf of the City and authorize its recordation at the Greenville County Registry of Deeds.

## Final Plat Requirements

- 1) Six (6) paper copies, three (3) mylar reproducible originals, not to exceed a size of 27" x 22", and one PDF.
- 2) Title block containing the following:
  - a) Subdivision name
  - b) Name and address of record owner
  - c) Name and address of subdivider
  - d) Location (including County and State)
  - e) Date of survey.
  - f) Numeric and graphic scale not less than 1" = 100'.
  - g) Name, address, registration number, and seal of engineer or surveyor.
- 3) Certificate stating the origin of the information reflected on the plat with Deed Book, Page, and Date. If a survey was conducted, the error of closure as calculated by latitude and departures must be shown (the linear closure shall not exceed 1 in 10,000). Any lines reflected on the plat that were not surveyed by the engineer/surveyor must be clearly indicated and source cited. The required certificates shall substantially conform to those following.
- 4) Methods of area computation must be reflected; estimation or copying from other sources is not permissible.
- 5) Accurately-positioned North Arrow coordinated with all bearings reflecting true, magnetic, or grid.
- 6) All dimensions, both linear and angular, expressed in feet and decimals of feet and nearest minute for locating exterior boundaries of the subdivision, lots, streets, alleys, easements, etc.
- 7) Each curve shall be defined by a radius, central angle, tangent, and arc and chord distances and bearings. A curve data table shall be used to tabulate the curves reflected on the plat.
- 8) Names of adjacent landowners with lot, block, and subdivision citations.
- 9) All visible and apparent rights-of-way, watercourses, utilities, roadways, and other similar improvements shall be reflected with offset or traverse lines plotted in broken lines with azimuths or courses and distances where crossing or forming any boundary line within the subdivision.
- 10) Concrete monuments shall be placed at all control corners (minimum of two (2) per block) and exterior corners of the subdivision. One corner of the boundary must be tied by course and distance to the nearest street intersection. Steel or iron pipe survey markers shall be set at all lot corners and at all other survey points not marked by monuments.
- 11) A statement of private covenants or a reference to recorded book and page.
- 12) All building setback lines.
- 13) Signature block for the Administrator to endorse the plat.



**CERTIFICATE OF ACCURACY**

I, \_\_\_\_\_ certify that this plan was (drawn by me) (drawn under my supervision) (an actual survey made under my supervision) from (an actual survey made by me) (deed description recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, Book \_\_\_\_\_, Page \_\_\_\_\_, etc.) (other); that the error of closure as calculated by latitudes and departures is \_\_\_\_\_; that the boundaries not surveyed are shown as broken lines plotted from information found in Book \_\_\_\_\_, Page \_\_\_\_\_; that this plan was prepared in accordance with the City of Greenville Development Regulations.

\_\_\_\_\_

Date \_\_\_\_\_  
Licensed Engineer or Registered Surveyor  
S.C. Registration No. \_\_\_\_\_

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

The undersigned hereby acknowledge that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent and that I (we) establish the minimum building restriction lines and hereby dedicate to public use as roads, streets, and easements forever all areas as shown or indicated on said plat.

// Signed \_\_\_\_\_  
// Signed \_\_\_\_\_  
// Signed \_\_\_\_\_  
// Signed \_\_\_\_\_

**CERTIFICATE OF APPROVAL FOR RECORDING**

I hereby certify that the subdivision plan shown hereon has been found to comply with the Development Regulations for the City of Greenville and that it has been approved for recording in the office of the Greenville County Register of Mesne Conveyance.

\_\_\_\_\_  
Subdivision Administrator, City of Greenville, SC

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_ as Principal (hereinafter called the Principal), and \_\_\_\_\_, as Surety (hereinafter called the Surety), are bound unto the State of South Carolina and the City of Greenville for the use and benefit of the Greenville City Planning Commission, and for the use and benefit of all affected property owners within the hereinafter mentioned subdivision, in the full and just sum of \_\_\_\_\_ (\$\_\_\_\_\_) Dollars, good and lawful money of the United States of America, for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, and administrators, successors and assigns jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a final plat of the Subdivision known as \_\_\_\_\_ Subdivision, located in the City of Greenville, South Carolina, for approval of the Greenville City Planning Commission, which approval is a condition precedent to the right of the principal to have registered in the Office of the Register of Mesne Conveyance of Greenville County, South Carolina, such plan of said subdivision; and

WHEREAS, the Greenville City Planning Commission is unable to approve said plan of said Subdivision for registration until all improvements are completed or until proper assurance of completion is made; and

WHEREAS, the Greenville City Planning Commission has determined that the attached list of improvements and their estimated costs accurately represent the improvements needed to support said Subdivision; and,

WHEREAS, under the rules and regulations for land development in the City of Greenville, State of South Carolina, adopted by the Greenville City Planning Commission, it is permissible for the Developer, in lieu of the completion of said improvements prior to seeking the final approval to submit a corporate surety bond or other sufficient security that said improvements will be completed; and

WHEREAS, the Greenville City Planning Commission is willing to approve the final plat of said Subdivision for registration upon the execution of a corporate surety bond or other sufficient security according to said rules and regulations in the sum of \_\_\_\_\_ (\$\_\_\_\_\_) Dollars (125% of the estimated cost) guaranteeing completion of the specified improvements within a period not to exceed twelve (12) months from the date hereof to the satisfaction of the Greenville City Planning Commission.

NOW THEREFORE, if the Principal shall, within a period of twelve (12) months from date hereof, fully comply with all the terms hereof, this obligation shall be null and void, otherwise to remain in full force and effect, and the funds derived from said corporate surety bond or other security shall be used by the Greenville City Planning Commission for the purposes as set forth herein.

THIS \_\_\_\_\_, \_\_\_\_\_.

Approved as to form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Principal (SEAL)

\_\_\_\_\_  
Surety(SEAL)

## APPENDIX 'G' NEIGHBORHOOD MEETINGS

Pursuant to [Section 19-2.2.4, Neighborhood Meetings](#), the **purpose** of a neighborhood meeting with occupants and owners of nearby properties who may be affected by development proposals is to:

- Educate the occupants and owners about the proposed development and application;
- Receive comments and address concerns about the development proposal; and,
- Resolve conflicts and outstanding issues, where possible.

To that end, an applicant who **convenes** a neighborhood meeting shall select a location that is generally accessible to the neighborhood between the hours of 6:00 and 9:00 PM, Monday through Friday. Consideration should be given to the matter of “access” (disabled, elderly, etc.); the use of an accessible public facility is encouraged (recreation building, school, church, etc.).

The applicant shall provide **notice** via first-class mail to owners and occupants of properties located within 500' of the perimeter of the subject property. The notice must be mailed at least seven (7) days before the scheduled meeting date and shall contain the date, time, and location of the Meeting as well as a brief description of the proposal.

- The Planning and Development Staff will advise the applicant of the relevant owners' names and addresses as well as the name and contact information of any relevant neighborhood association(s) registered with the City of Greenville.

Notice of the neighborhood meeting shall also be provided to the Planning and Development Staff who shall provide notice to the Members of the relevant decision-making body.

The meeting shall be **chaired** by a representative of the applicant who shall be sufficiently familiar with the proposal to:

- Explain the development proposal and application;
- Answer questions; and,
- Address the ways in which to resolve the attendees' concerns.

The **applicant (or his representative)** may agree to modify the proposal based upon the discussion at the meeting. If the neighborhood meeting is being conducted after notice of the public hearing has been published, all modifications shall be represented by the applicant to the appropriate decision-making body at the public hearing. The decision-making body may consider the modification(s)

and may agree to incorporate them if deemed by the body to be consistent with the substance of the application as-advertised.

No official minutes of the meeting are to be kept.

**City (Planning and Development and other) staff** is not responsible for any aspect of the meeting process, format, or content. The staff may answer questions put to the senior, relevant member. Responses shall be limited to the content and interpretation of ordinances, standards, guidelines, etc. within the administrative authority of the person responding. Staff shall not represent nor characterize the possible actions of the relevant decision-making body.

**Meeting attendees** shall represent themselves only (or the organization with which they are legally affiliated; i.e., Officer, Board Member, Attorney, etc.). If the Board of Directors of a neighborhood association is present at the meeting, it may convene a meeting upon conclusion of the applicant's meeting. If the Board votes to take a position on the application (or it authorizes its membership to vote on a recommendation to the Board), the Board may appear at the public hearing and represent that position. Further, owners and occupants as well as any other person may appear at the hearing to represent his (their) position(s) on the application.

## APPENDIX 'H'

### FORMAT AND CONTENT REQUIREMENTS SITE DEVELOPMENT PLANS

Pursuant to [Section 19-2.3.9, Site Plan Permit](#), development (or redevelopment) of any structure or parcel of land requires the submission, review, and approval of a site development plan prior to the issuance of a Grading Permit or Building Permit.

[Section 19-2.2, Common Procedures](#), outlines the applicable process. Pursuant to [Section 19-2.2.6, Determination of Sufficiency](#), the Administrator shall determine the “completeness” of the application and its utility in enabling the Staff to determine compliance with the requirements of the Ordinance, the Design and Specifications Manual and this Administrative Manual. Upon determining Sufficiency, the Administrator will coordinate the Staff review of an application, consolidate comments, respond to the applicant with required modifications (if any), and issue the Site Plan Permit. To that end, the Administrator shall apply the following standards to the review:

1. Compatibility – The development and uses proposed in the Site Plan are allowed “By Right” in the subject zoning district or the Applicant has obtained a Special Exception or Conditional Use Permit pursuant to [Section 19-2.3.5, Special Exception Permit](#) or [Section 19-2.3.6, Conditional Use Permit](#).
2. Zoning District Supplemental Standards – The development and uses in the Site Plan comply with [Section 19-4.3, Use-Specific Standards](#) or the Applicant has obtained a Variance Permit pursuant to [Section 19-2.3.7, Variance Permit](#).
3. Development and Design Standards – The development in the Site Plan complies with all standards in [Section 19-6, Development and Design Standards](#), and the Design and Specifications Manual (or the BZA or Planning Commission has modified an interpretation of the Administrator).

#### Site Plan Requirements

1. Six (6) paper copies, not to exceed a size of 24” x 36”.
2. Name of Development.
3. Name, address, and telephone of record owner.
4. Tax map references for parcels being developed.
5. Record owner names and tax map references of all contiguous and adjacent parcels.
6. Date of survey, north arrow (and reference), graphic scale (not less than 1”=100’), data source, date of drawing.

7. Location sketch (not less than 1"=2,000'), illustrating the relationship of the property proposed for development with adjoining property and streets within 100' of the perimeter of the property.
8. Courses and distances of all exterior boundary lines of the parcel.
9. Total area of land, buildings, and uses being developed.
10. Location of all existing and proposed legal features within, and adjoining, the proposed development including:
  - a) street rights-of-way
  - b) lots
  - c) lot lines
  - d) building lines
  - e) easements
  - f) areas proposed for public use
11. Location of any proposed phase line(s).
12. Location of all existing physical features within, and adjoining, the proposed development including buildings, freestanding signs, etc.
13. Location of all existing natural features within, and adjoining, the proposed development (watercourses, marshes, floodplains, trees, etc.). Watercourses shall reflect the direction of flow and, for watercourses flowing onto the proposed parcel, the drainage area above the point of entry.
14. Location, size, and material(s) of all existing and proposed improvements within, and adjoining, the proposed development including:
  - g) Parking and circulation areas (streets and driveways)
  - h) curb and gutter
  - i) sidewalks
  - j) bridges
  - k) sanitary sewerage
  - l) water
  - m) storm drainage (with inverts)
  - n) detention/retention systems
  - o) gas lines
  - p) fire hydrants (including distance to nearest off-site hydrant)
  - q) electric, cable, and telephone lines (and poles)
  - r) streetlights/exterior lighting
  - s) recreation/open space areas
  - t) signs, freestanding and building
  - u) dumpsters
  - v) landscaping, buffering, and screening (materials, locations, and sizes)
  - w) trees meeting the thresholds for inventory
15. Contour lines and elevation data based on sea level data within, and adjoining, the proposed development at intervals not to exceed two (2) feet (source specified).
16. Results of fire flow tests, as appropriate

In addition, the Applicant shall provide the following to the Administrator as appropriate to the circumstances:

- A. Documentation confirming that the Applicant has a legally sufficient interest in the property to use it in the manner requested, or is the duly appointed agent of such person.
- B. Certifications from the appropriate agencies that proposed utility systems will be adequate to accommodate the development and that all necessary easements have been provided.
- C. Legal documentation establishing homeowners' association(s) or other legal entities responsible for control over required common areas and facilities.
- D. Bonds, letters of credit, or other surety devices.
- E. Recorded easements authorizing the use of satellite parking.
- F. Time schedules for the completion of phases in staged developments.



## APPENDIX 'I' FORMAT AND CONTENT REQUIREMENTS ANNEXATION PLATS

Pursuant to Sec 5-3-10 et seq. of the S.C. Code of Laws, [Section 19-2.1.1\(A\), City Council Powers and Duties](#), and Section II.J. of this Manual, property owner(s) petitioning to annex into the Corporate Limits of the City shall submit a recordable plat (survey) of the property to the Administrator for review and appropriate action.

The Plat shall conform to, and reflect, the following:

### Annexation Plat Requirements

- 1) Six (6) paper copies, three (3) mylar reproducible originals, not to exceed a size of 27" x 22", and one PDF.
- 2) Title block containing the following:
  - a) Annexation Plat for the City of Greenville, SC
  - b) Name and address of record owner
  - c) Date of survey.
  - d) Numeric and graphic scale not less than 1" = 100'.
  - e) Name, address, registration number, and seal of engineer or surveyor.
- 3) Certificate stating the origin of the information reflected on the plat with Deed Book, Page, and Date. If a survey was conducted, the error of closure as calculated by latitude and departures must be shown (the linear closure shall not exceed 1 in 10,000). Any lines reflected on the plat that were not surveyed by the engineer/surveyor must be clearly indicated and source cited. The required certificates shall substantially conform to those following.
- 4) Methods of area computation must be reflected; estimation or copying from other sources is not permissible.
- 5) Accurately-positioned North Arrow coordinated with all bearings reflecting true, magnetic, or grid.
- 6) All dimensions, both linear and angular, expressed in feet and decimals of feet and nearest minute for locating boundaries of the property to be annexed.
- 7) Each curve shall be defined by a radius, central angle, tangent, and arc and chord distances and bearings. A curve data table shall be used to tabulate the curves reflected on the plat.
- 8) Names of adjacent landowners with lot, block, and subdivision citations.
- 9) Location of the existing Corporate Limit Line.
- 10) All visible and apparent rights-of-way, watercourses, utilities, roadways, and other similar improvements and features within and surrounding the property.
- 11) Concrete monuments shall be placed at all control corners and exterior corners of the property. One corner of the boundary must be tied by course and distance to the nearest street intersection.
- 12) A statement of private covenants or a reference to recorded book and page.

**CERTIFICATE OF ACCURACY**

I, \_\_\_\_\_ certify that this plan was (drawn by me) (drawn under my supervision) (an actual survey made under my supervision) from (an actual survey made by me) (deed description recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, Book \_\_\_\_\_, Page \_\_\_\_\_, etc.) (other); that the error of closure as calculated by latitudes and departures is \_\_\_\_\_; that the boundaries not surveyed are shown as broken lines plotted from information found in Book \_\_\_\_\_, Page \_\_\_\_\_; that this plan was prepared in accordance with the City of Greenville Development Regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

Licensed Engineer or Registered Surveyor  
S.C. Registration No. \_\_\_\_\_